

TATA TRUSTS

Role Details		
1.	Role	Executive, Administration
2.	Program	Administration
3.	Location	Mumbai
4.	Nature of Employment	Fixed Term Employment (3 years)
5.	Reporting to	Head, Project Management Group

Role Overview:
The Executive, Administration is responsible for driving efficient administrative operations through robust planning, budget management, financial oversight, vendor governance, and procurement coordination. The role requires planning and monitoring of the annual administration budget, validating vendor invoices, exercising expenditure control and managing the end-to-end purchase requisition process.

Key Responsibilities:	
1.	Annual Budget Planning & Financial Management - Preparation of the Annual Administration Budget. - Monitor actual spending against approved budgets and maintain budget utilization trackers. - Conduct monthly budget variance analysis. - Prepare financial reports for management review. - Recommend cost optimization initiatives without compromising operational efficiency.
2.	Billing & Invoice Management - Review, verify, and reconcile invoices received from vendors. - Ensure invoices comply with contractual terms, approved purchase orders, statutory documents, tax-related requirements, agreed commercial rates and resolve invoice discrepancies, if any. - Monitor recurring monthly invoices and payments.
3.	Purchase Requisition & Procurement Coordination - Identify procurement requirements based on operational needs and approved budgets. - Raise Purchase Requisitions with complete technical and commercial details. - Coordinate with Procurement for vendor quotations and evaluation when required. - Follow up on pending purchase requests to ensure timely delivery of goods and services.
4.	Vendor Management - Evaluate vendor performance against Service Level Agreements. - Participate in vendor selection and onboarding processes. - Monitor contract validity and initiate renewal processes before expiry. - Maintain updated vendor databases and documentation.
5.	Administrative Operations - Oversee day-to-day office administration activities for smooth functioning of office facilities. - Coordinate maintenance of office infrastructure and equipment. - Supervise housekeeping, security, reception, pantry, and facility service providers. - Monitor inventory of office supplies and consumables. - Ensure preventive maintenance schedules are followed.
6.	Contract & AMC Management - Maintain records of all vendor contracts and Annual Maintenance Contracts. - Monitor contract expiry dates and renewal schedules. - Maintain compliance with contractual obligations.

Stakeholders	
Relationship (within organization)	Theme & Function Heads, Internal Teams
Relationship (outside organization)	Vendors, Service providers

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Skills & Competencies:

- Budgeting and financial planning skills.
- Strong understanding of expense management and cost control.
- Expertise in vendor invoice verification and reconciliation.
- Knowledge of procurement processes and purchase requisition workflows.
- Strong analytical and financial reporting capabilities.
- Excellent stakeholder and vendor management skills.
- High attention to detail and documentation accuracy.
- Strong problem-solving abilities.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office, specifically Excel, MS Word and PowerPoint.
- Strong organizational and project coordination skills.
- Knowledge of contract management and compliance requirements

Essential Qualification & Experience:

- CA Inter / Master of Commerce with 5 years of experience or Bachelor's degree in Business Administration, Commerce, Finance or any related discipline with 6–10 years of experience in Administration, Facilities Management, or Corporate Services.
- Strong working knowledge of budgeting, procurement, vendor management, contract administration and audit compliance.
- Experience of working in a corporate environment with multiple vendors and cross-functional stakeholders.