

<u>Role</u>	<u>Associate – General Administration (1 – 4 Years Exp.)</u>
Responsibilities	<ul style="list-style-type: none"> • Ensuring the timely submission of bills Utilization Certificates & Utilization Reports by all the NGO's for all projects • Follow up with Ngo's for the submission of Bills, Utilization Reports & Utilization Certificates (Monthly/Quarterly/Final Yearly) • Verification of Bills as per the Budget • Verification of the Bills in relation to the Utilization Certificates & Reports as submitted by the NGO's • Reviewing the Submission of Bills and Utilization Certificates & Reports as submitted by the Chapters • Maintaining of various Trackers on the drive • Verification of the financials of NGO's and have the empanelment process followed dully • Maintaining the regular meetings updates as required along with maintaining the overall asset records of the Office & Any Adhoc Admin Requirement updates as required along with maintaining the overall asset records of the Office & Any Adhoc Admin Requirement
Competencies	<ul style="list-style-type: none"> • Functional <ul style="list-style-type: none"> ○ Project Management: Systemic discipline across deliverables ○ People Excellence: Drive People Performance ○ Process Excellence: Coordinating Administrative procedure and systems & devising ways of streamlining processes. • Behavioral <ul style="list-style-type: none"> ○ Stakeholder Communication: Clarity in communication ○ Collaboration & Team Work: <ul style="list-style-type: none"> ▪ Ability to Handle stress (Stress management) by Planning & delegation ▪ Demonstrate Team spirit.
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively to develop, grow, and sustain productive relationships. • Result driven • Ability to deal with ambiguity • Self-starter • Ability to access and make best use of limited available resources to the advantage of the organization
Education and Preferred Age	0 - 1 years ; Bachelor's Degree with B.com
Compensation	INR 2.5L – 3 L (Fixed + Incentives)
About the Company	<p>United Way of Hyderabad (UWH) is a volunteer led, non-profit organization, established in 2010 to serve the underserved needy predominantly in Telangana & Andhra Pradesh. UWH is committed towards creating long-term social change that produces healthy, well-educated and financially-stable individuals and families. UWH maneuvers its effort in building community-based and community-led solutions that strengthen the foundations of a good life: education, financial stability and health. All our programs are developed and customized post need analysis of the communities we serve.</p>
Application to be sent to	hr@unitedwayhyderabad.org