



JOB DESCRIPTION | ADMINISTRATIVE ASSISTANT

POSITION SUMMARY

The Administrative Assistant will be a vital part of GR India's program team providing administrative and operational support for effective implementation of projects across India.

KEY RESPONSIBILITIES

The incumbent will be expected to:

- Schedule and coordinate internal meetings and travel itineraries for all India-based project team
- Manage the Co-CEO's (based in India) schedule and support with all administrative responsibilities.
- Assist and manage expense reporting of all expenses made as part of the India projects in accordance with company policies.
- Support with collecting and verifying required documentation for processing of invoices related to India projects.
- Maintain databases, spreadsheets and filing systems for all India projects as required.
- Ability to manage vendor relationships and lead effective negotiations
- Ensure legal and financial compliance in India in coordination with Chartered Accountant
- Support project documentation in consultation with India team including creating reports, templates, and brief notes as required
- Undertake research on relevant topics independently to create coherent briefing documents as required.
- Manage and support all logistics around national and state-level events.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in a relevant area
- A minimum of 4-5 years of experience in the space of social impact, gender or development.
- Demonstrated interest in and understanding of women's rights and gender equality space in India.
- Excellent organization and administrative skills with special attention to detail and accuracy in handling numbers and financial data
- Strong interpersonal skills and the ability to deliver assignments on time.
- Ability to multi-task effectively as well as work independently and as part of a team.
- Experience with Microsoft 365 Suite, Google Suite
- Excellent writing and editing skills.
- Fluency in English and Hindi

REMUNERATION

The remuneration for this position is commensurate with experience and qualifications.

LOCATION

Remote based in Delhi or Mumbai

TO APPLY

Please send your updated curriculum vitae along with a cover letter to jobs@girlrising.org with the subject line: "Application for Administrative Assistant - your full name" by November 9th, 2025