



If you are excited by the possibilities of  
**near-term impact**  
**working close to the field**  
**working on an emergent program design**  
Then apply with **complete resume and a covering letter**  
[recruit@gubbachi.org.in](mailto:recruit@gubbachi.org.in)

**Gubbachi Learning Community** is looking for an **Admin Head** to enhance operations in **Bengaluru**.

### About Gubbachi

Gubbachi is a not for profit organization working on

- developing strong foundational learning of *1300+ underserved migrant children across 9 Government schools and 3 bridge learning centers*; and
- empowering *18,380 families across 30 migrant communities* for identity documentation, financial, social and health access.
- Gubbachi is backed by *Institutional Donors and Corporates* for its multi year programmes.

To learn more about us, visit <https://www.gubbachi.org.in/about-us>

### About the Role

At Gubbachi we work in education and community programmes spread across multiple locations. The role requires a **strong understanding of something similar to a School environment, its way of working and related costs**. The knowledge of **English, Kannada, and Hindi** is essential.

**Role:** Senior manager- Administration

**Type:** Full Time

**Location:** Bengaluru (Sarjapur Road)

**Reporting to:** Operations Lead

**Date of Joining:** Immediate

**Remuneration(CTC):** Commensurate with experience

### Key Responsibilities and Duties

Oversee the backend operations for **effective implementation of our programmes** in multiple locations in and around Kodathi and Outer Ring Road by leading a team of people and ensuring that **every requirement of the organization** is met in time for smooth functioning of the organisation.

- Key **support personnel** to the verticals of the organisation as a "go to" person for any operational and administrative support.
- **Understanding of the programmes** being run by the organization and the type of support it may require from time and to time.
- **Build and prepare** the team to respond to such requirement
- **Manage and mentor** junior administrative staff, providing guidance and training
- **Prepare and maintain** reports, presentations, and documentation for senior management.
- **Cost conscious** inventory management of our resources.
- Monitor office supplies and equipment, ensuring availability and functionality.
- **Continuous improvement** of the rates, quality and timings of the supplies and engagement with vendors; developing vendors with reliability for their procurement.
- Ensure **quality** is maintained and ensure timely delivery of nutrition and resources to our partner schools.
- Maintaining **proper controls** in the locations to ensure that Gubbachi pays for what it receives and approving invoices with proper checks and validation, allocation of the expenses at the program level.
- **Visit and engage** with schools & communities as required.

- **Coordinate** with other teams for arranging field trips, workshops, travel etc.
- **Arranging** for training, field trips, enrichment sessions, monthly meetings.
- **Managing** transportation, vendor, housekeeping, recruitment of non-academic team
- Developing and maintaining **Standard Operating Procedure** for any administration and operations activities
- This role requires the person to **travel** within the city. Hence a person with their own vehicle is required.
- **Highly computer literate** with capability in email, MS Office, Google suite and related business and communication tools.

### **Beliefs and Attitude**

- Perseverance, process adherence, detail oriented, energetic, self-motivated, independent.
- Values **collaborative ways** of working, both within teams and external stakeholders.
- Ability to **critically appraise** on-ground situations, plan and respond appropriately.
- **Well organized, with high standards of work ethics**
- **Works well under pressure** and meets tight deadlines managing multiple projects seamlessly.

### **Qualifications and Experience**

- Education: Bachelor's Degree, Post Graduate in management discipline preferred.
  - Minimum 6-8 years of experience in managing partnerships and operations preferably in the social sector
  - Experience: in the Administration/Operations field - preferably in Schools/Education domain.
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