



Opportunity with Dakshin Foundation

Position: Admin Officer

Number of vacancies: One

Duration: Long-term position (6 months probationary period)

Position details: The Admin Officer will work with the Assistant Director and Director, and other relevant institutional personnel. The role is based at Dakshin's headquarters in Bangalore.

Job Description:

The role of the Admin Officer is pivotal in ensuring the smooth and effective operation of the organisation. This individual plays a crucial role in maintaining the overall efficiency and productivity within the workplace, and in ensuring seamless day-to-day functioning of the Dakshin headquarters in Bangalore. The Admin Officer reports to the Director and Assistant Director, and coordinates with the administrative (Finance & HR) and programme teams on necessary tasks contributing to the smooth functioning of the organisation.

Roles & Responsibilities:

1. Carry out the administration and maintenance of the premises and equipment in the Bangalore office and field station, including but not limited to
 - a. coordinating and maintaining rental agreements
 - b. assisting with postage and printing requirements
 - c. tracking and procuring office supplies
 - d. overseeing housekeeping staff
 - e. tracking and making utility payments
 - f. coordinating maintenance and repair of the premises and physical assets
2. Coordinate and arrange logistics for events and meetings scheduled in the Dakshin premises and ensure the premises are well-equipped to host
3. Maintain Fixed Assets registers and ensure upkeep of the assets.
4. Assist the HR department with
 - a. coordination to enroll employees for PF, ESI, group insurance, etc. and any other tasks
 - b. regular filing and management of HR and organisational files such as contracts, MoUs, rental agreements etc. in the dedicated physical and online spaces.
 - c. Printing of visiting cards and ID cards



5. Assist the Finance Manager and the finance team in finance related tasks including the deposit of cheques in the bank
6. Assist senior management as requested with bill settlement, travel booking, tracking of institutional calendars etc.

Experience required:

Candidates must have the following basic qualifications and skills:

1. A Bachelor's degree in any subject or equivalent experience in administration and general office management.
2. A minimum of four years of experience in general office administration and management.
3. Well-organised, detail-oriented and capable of following through with tasks to completion, independent of supervision.
4. Proficient in written and spoken English and a clear communicator.
5. Comfortable with emails as a medium of communication
6. Strong computer skills in Microsoft Office, especially Excel and ability to learn new tools as required.
7. A two-wheeler license

Candidates with the following additional skills will be preferred

8. Experience in payroll management, accounting and billing software
9. Experience using tools used for scheduling and organising meetings such as Google Calendar, Zoom etc.

Remuneration: Remuneration will be commensurate with qualifications and work, in line with our internal policy. Candidates shortlisted for the interview will be given further details on the salary ranges to review.

How to apply: Please fill this [application form](#) in order to apply for this position.

Note - This job is only for Indian nationals. We strongly encourage candidates who belong to historically socially disadvantaged and marginalised categories or communities to apply. If you belong to such a group, please feel free to indicate this to us. This information is entirely voluntary and confidential.

Last date to apply: 26th June 2026. The position will be filled as soon as a suitable candidate is identified; therefore, interested individuals are requested to apply immediately.

About us: Dakshin Foundation is a non-profit, non-governmental organisation based at Bangalore, India, with a mission to inform and catalyse conservation and natural resource management, while promoting and supporting sustainable livelihoods, social development and environmental justice. Please look at our website to learn about our intervention and research projects at www.dakshin.org.