

**Centre for Youth Development and Activities (CYDA) Is a voluntary organization registered under Society Registration Act 1860 in the year 1999. CYDA works with young people between 13 to 29 years to empower them and they in tum contribute towards Improving the lives of marginalized in society.**

**Position – Administration Manager**

**No. of vacancy - 01**

**Location: - Pune Location**

**Roles & Responsibilities:**

- Develop and implement administrative policies and procedures to ensure the smooth operation of the office.
- Manage budgets for the administrative functions of the Organization including office supplies and equipment.
- Ensure that all administrative tasks, such as data entry, filing, and correspondence, are completed accurately and efficiently.
- Coordinate and manage office events and meetings.
- Maintain and update organization databases and records.
- Liaise with external stakeholders, such as vendors and clients, to ensure smooth operations.
- Ensure compliance with all relevant laws and regulations.
- Implement and maintain health and safety procedures in the office.
- Coordinate travel arrangements and accommodations for staff as needed.
- Assist with event planning and coordination for organization functions and special events.
- Provide administrative support to management and other staff members as needed.

**Requirements :-**

- Master degree in Business Administration or related field.
- Proven experience as an Administration Manager or similar role.
- Strong communication and interpersonal skills.
- Knowledge of office management procedures and systems.
- Proficient in Microsoft Office Suite.
- Ability to prioritize and manage multiple tasks simultaneously.

**Interested Candidates can share their resumes on the following E-mail ID: [jobs.cyda@gmail.com](mailto:jobs.cyda@gmail.com) LAST DATE FOR APPLYING: 10th April 2024**