**Job Description**

**Title: Senior Operations Associate**

**Reports to: Assoc. Dir., Operations, Trust/DIL India Director**

**About the Trust**

The University of Chicago Trust (the Trust) is a charitable trust in India, established in 2008 by alumnus of The University of Chicago. The objectives of the UChicago Trust are to provide opportunities for grants to support educational programs, research programs and activities for the betterment of India.

**Position Description**

The Trust is seeking a full-time Senior Operations Associate. It is a critical role that will provide smooth office operations and will interact with the Trust’s operations and project teams. Responsibilities will include providing key support services, such as travel planning, invoice management, arranging space needs, etc.

The ideal candidate has a startup mindset and is energetic, a team player and possesses excellent time management skills, excellent verbal, and written communication skills with the ability to work well in coordination with cross-functional groups within the organisation. Please note that this is a full-time office-based role.

**Responsibilities**

* Manage expense reporting to ensure expenditures are posted to the correct account and included in monthly reporting to Trust teams and collaborators
* Coordinate with DIL-India team to monitor spending, dictated by research leads and donor requirements
* Grant project coordination with relevant funders to ensure compliance and proper grant allocation as related to expenses
* Coordinate, negotiate and manage relationships with existing and new vendors with support from UCT operations team.
* Review vendor contracts using existing templates - ensure correctness and preparedness of the vendor contracts for materials, supplies, products, or services.
* Collect, review, and compile Trust vendor invoices and employee reimbursements and within the defined timelines for bi-monthly and monthly payments.
* Coordinate DIL-India payment documentation in accordance with year-to-date actuals and budget requirements.
* Create payment vouchers with associated supporting documents for further review accurately and in a timely fashion.
* Maintain voucher information in the voucher master MS-Excel sheet.
* Ensure payments are made timely and according to the terms and conditions of the vendor.
* Supports the Manager on executing the recruitment processes and procedures including pulling applications from recruitment platforms, screening applications, scheduling interviews, compiling interview questions, and notifying candidates of their progress.
* Independently execute travel arrangements with the approved travel agents, including ticketing, hotel arrangement stay, local vehicle bookings, invoice collection, visa, collating welcome information, etc. for UCT staff and guests.
* Maintain an asset list of items purchased for program teams at the Trust.
* Manage stationery and business cards for employees.
* Provide logistical support to team members
* Maintain office calendar, schedule staff meetings, and coordinate miscellaneous office events.
* Other duties as assigned.

**Qualifications**

**Education**

* A bachelor’s degree in any discipline; business administration, accounting, communications, or related degrees preferred.

**Experience**

* A minimum of 3-5 years of relevant work experience in similar operations role is required.
* Experience with managing logistics for events
* Experience working with collaborators and teams across projects
* Non-profit experience (preferred).
* Experience working with international organizations (preferred)

**Competencies**

* Excellent computer skills, including familiarity with MS Word and MS Excel
* Startup mindset - able to identify gaps and proactively pursue solutions
* Understanding and application of webinar platforms like Zoom, Teams etc.
* Excellent organization and time management skills, with superior attention to detail.
* Process-oriented and highly disciplined.
* Problem solving and critical thinking skills.
* Flexible, self-motivating, and able to multi-task efficiently.
* Comfortable working in teams and supporting an office environment.
* Strong written and verbal communication skills in English.
* Fluent in English and Hindi (required)

Must be legally authorized to work in India.

**Application Documents**

Resume

Cover Letter

Three References

Applicants must be willing to travel within India as needed for their respective responsibilities.