**Job Description**

**Title: Operations Associate**

**Reports to: Director of Operations and Compliance**

**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 Operations Associate to be based out of its Delhi office. 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 central services, such as vendor management, invoice management, supporting board meetings, etc.

The ideal candidate 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**

* Coordinate, negotiate and manage relationships with existing and new vendors.
* 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.
* Coordinate Trust payment documentation in accordance with year-to-date actuals and budget requirements.
* Create payment vouchers with associated supporting documents for further review.
* 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.
* Coordinate and facilitate travel arrangements with the approved travel agents, including ticketing, hotel arrangement stay, local vehicle bookings, invoice collection, etc.
* Maintain an asset list of items purchased for the Trust and work with the Director of Operations and Compliance to maintain the fixed asset register.
* Support the consolidation of central reporting to meet board and donor requirements.
* Provide logistical support for the needs of the Trust, including the coordination of shipment details to meet IDPMS requirements.
* Ensure office policies and procedures are implemented appropriately.
* 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 2-3 years of relevant work experience in similar operations roles; non-profit experience preferred.

**Competencies**

* Excellent computer skills, including familiarity with MS Word and MS Excel
* Strong written and verbal communication skills in English
* Understanding and application of webinar platforms like Zoom, Teams etc.
* Experience with managing vendors and invoices
* Excellent organization and time management skills, with superior attention to detail.
* Process-oriented and highly disciplined.
* Flexible, self-motivating, and able to multi-task efficiently.
* Comfortable working in teams and supporting an office environment.
* Fluent in English and Hindi

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.

Please submit application materials to [lenic@uchicagotrust.org](mailto:lenic@uchicagotrust.org)