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Job ID: 293641



# Assistant HR & Admin Cum MIS Officer (Only For Women)

Integrated Development Foundation (IDF)

Location: Patna, Bihar

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📅 Apply by: 26 Jun 2026

Relevant Sectors

Administration, HR, Management, Accounting/Finance

Health, Doctors, Nurses, HIV/AIDS, Nutrition

**Position:** Assistant HR & Admin cum MIS

**Admin & Logistics Assistant for Tata Trust Supported Project**

**Integrated Development Foundation (IDF)** is a professionally managed development organization that has been working in the states of Bihar and Jharkhand for the last two and a half decades. IDF's interventions focus on the empowerment of marginalized communities and include programmes related to livelihood protection and enhancement, agriculture, adolescent issues, water and sanitation, health and nutrition, child care, protection and development, disaster risk reduction, quality education, and women's empowerment.

IDF is seeking to hire one **HR and Admin Assistant** for a nutrition project supported by Sir Dorabji Tata Trust. The role involves managing administrative functions and handling logistics operations related to events, transportation, supplies, and field-level activities. The selected candidate should be willing to travel to field locations as required and will be responsible for ensuring smooth logistics management.

She will be placed at IDF Patna Office.

### **Remuneration**

Rs. 270000/- to 30,000/- per month (CTC)

### **Job Responsibilities**

The selected person will provide office and administrative support, assisting with HR-related functions such as attendance, leave, and personal records, organization, maintaining office records, and supporting the maintenance of the official website. The role also includes managing office equipment and ensuring the overall organization and smooth functioning of the workplace. She also may be assisting in maintaining MIS system on dedicated package.

The candidate will coordinate with vendors, venue managers, and service providers for event-related requirements and support the distribution of materials, including nutrition supplements for beneficiaries in the field. He/She will ensure that all logistics operations are carried out in accordance with IDF policies and procedures.

### **Qualification and Experience**

- Candidate should have more than 3 years working experience in the relevant job.
- MSW, MBA, or any other relevant qualification, or a Bachelor's Degree in Social Sciences, Logistics, Administration, or related disciplines.
- Candidates with experience in handling administrative duties and logistics operations will be preferred.
- Excellent knowledge of computers and their applications, along with proficiency in different software packages related to MIS and Human Resource management.

- Good coordination and communication skills, with the ability to work effectively with field teams.
- Whenever required the candidate should be ready to visit IDF field area in Sheikhpura.
- Familiarity with MS Office and experience in maintaining databases.
- The person having experience in relevant kind of secretarial or assisting job especially in NGO sector would be preferred.

Date of birth and the place to which the candidate belongs must be mentioned in the application.

**Interested candidates may send their detailed CV to: [idfapply@gmail.com](mailto:idfapply@gmail.com) ”**

Job Email ID:  
[idfapply\(at\)gmail.com](mailto:idfapply(at)gmail.com)


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