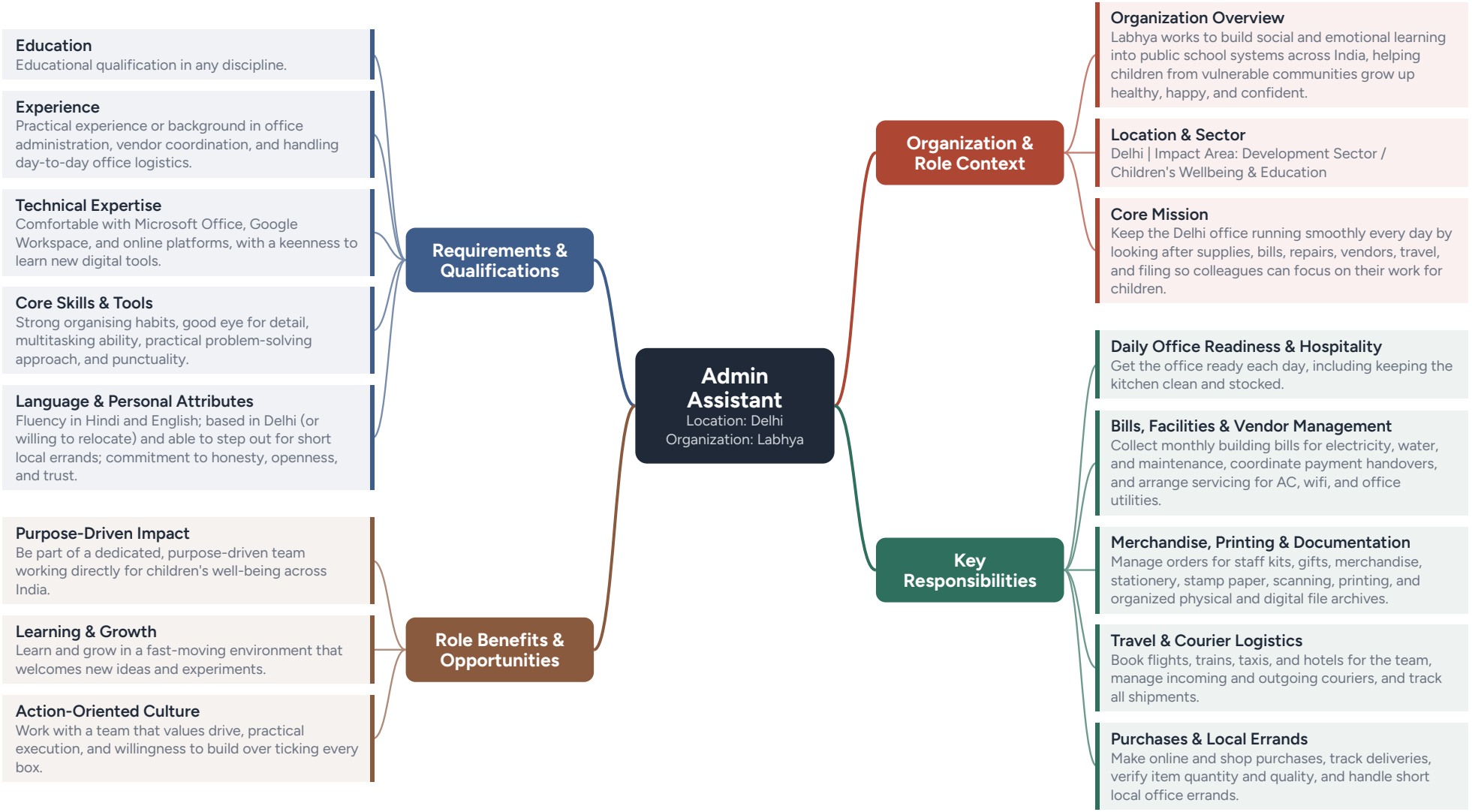
Labhya

Admin Assistant in Delhi | Labhya

New Delhi, Delhi · full-time · entry level · Competitive

Application Assist →

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Skills this role needs

Office administration	Vendor coordination	Travel booking	Filing and documentation	Microsoft Office / Google Workspace

Job description

Labhya

Labhya works to help children from vulnerable communities grow up healthy, happy and confident. It does this by building social and emotional learning into schools and the systems around children, often working hand in hand with state governments. The team believes every child deserves the skills to manage feelings, build strong relationships and make good choices. Its work reaches children in government schools and community settings across India.

Role

As Admin Assistant, you will keep the Delhi office running smoothly every day. You will look after supplies, bills, repairs, vendors, travel, couriers and filing, so that colleagues have what they need and can give their full attention to their work for children. This is a hands-on role for someone organised, reliable and happy to handle many small but important tasks.

Responsibilities

- Get the office ready each day, including keeping the kitchen clean and stocked.
- Collect monthly building bills for electricity, water and maintenance, coordinate payment handover, and arrange servicing for the AC, wifi and other office needs.
- Manage orders for staff kits, gifts and other merchandise, working closely with vendors.
- Handle stamp paper, printables and stationery, and take care of scanning, printing and photocopying.
- Maintain organised physical and digital files, and keep the vendor contact list up to date.
- Book flights, trains, taxis and hotels based on what the team needs.
- Arrange couriers and track all incoming and outgoing shipments.
- Make online and shop purchases, track deliveries, and check that items arrive in the right quantity and quality.

Requirements

- Based in Delhi or willing to relocate, and able to step out for short local errands on your own.
- Fluent in Hindi and English, and able to speak clearly and politely with colleagues and vendors.
- Comfortable with Microsoft Office, Google Workspace and online platforms, and keen to learn new digital tools.
- Strong organising habits, a good eye for detail, and comfort juggling many small tasks at once.
- Punctual, reliable and consistent in showing up for the team.
- A practical, problem-solving approach and the drive to act quickly when something needs fixing.
- A strong commitment to honesty, openness and trust in how you work.

Benefits

- Be part of a purpose-driven team working for children's well-being.
- Learn and grow in a fast-moving environment that welcomes new ideas and experiments.
- Work with a team that values your drive and willingness to build over ticking every box.

Apply

Check your fit for the role and receive the apply link in your mailbox

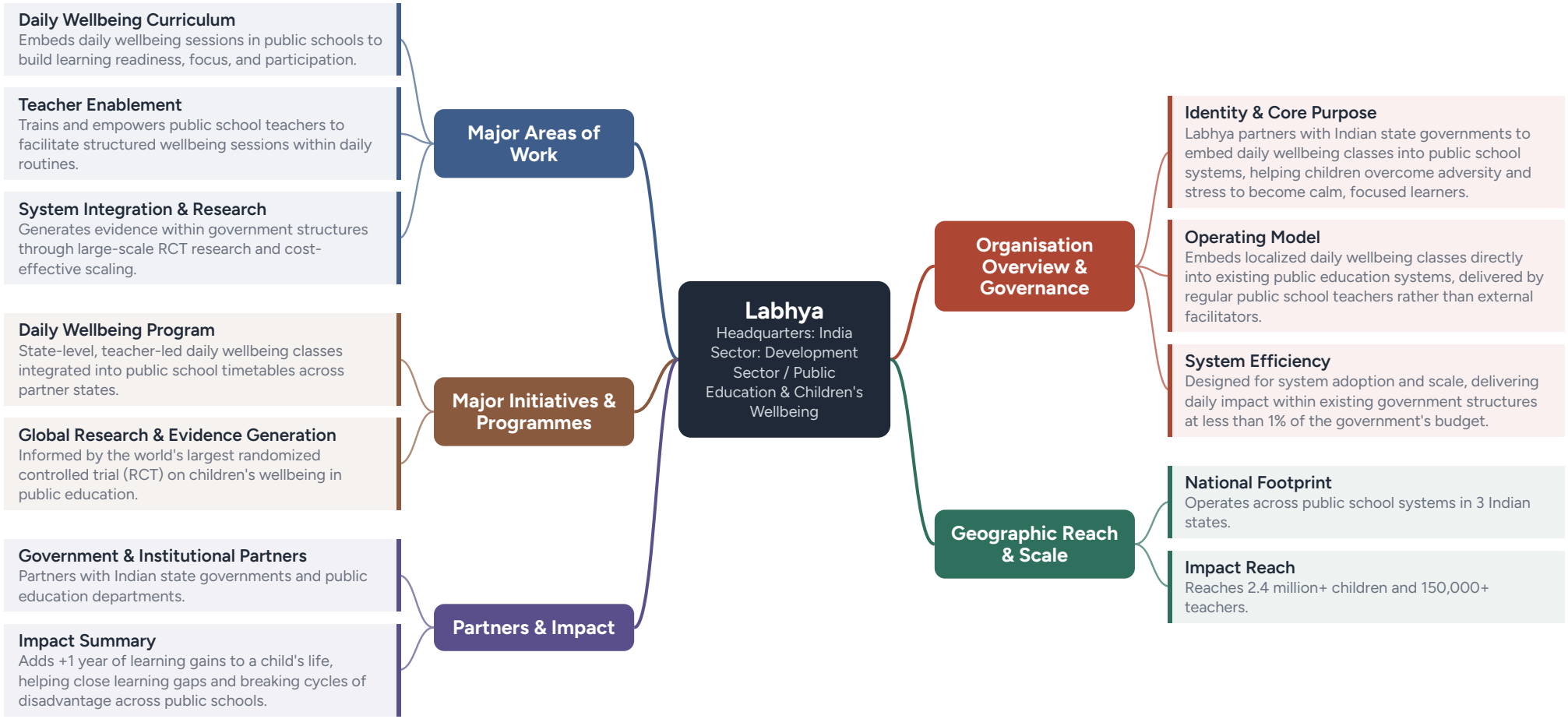
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About the organisation

Labhya

Education and Child Wellbeing

labhya.org ↗
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About Labhya

Labhya works with Indian state governments to add a daily wellbeing class to the public school day. Its starting point is that many children in India's classrooms are too stressed to learn. They come to school carrying uncertainty and stress from lives shaped by adversity, which makes it harder to focus and take part. Over time this widens learning gaps and keeps cycles of disadvantage going. Labhya's answer is a localised wellbeing class taught every day by public school teachers. The class is built to fit into existing education systems so that governments can run it themselves and at scale.

Major Areas of Work

- Daily wellbeing classes: Building a localised wellbeing class that runs every school day, not as occasional sessions.
- Government partnerships: Working with state governments so the programme is run by the government and becomes part of the public education system.
- Teacher-led delivery: Preparing public school teachers to deliver the classes, so the programme does not rely on outside facilitators.
- Evidence and research: Gathering evidence on children's wellbeing and learning from inside existing government structures.
- Cost-effective scale: Designing the programme to be cheap enough for governments to adopt and expand.

Impact

Labhya states that its programme has reached more than 2.4 million children and 150,000 teachers across 3 states. Its site cites learning gains of about one extra year per child, at a cost of less than 1% of the government's budget. It says its evidence draws on the world's largest randomised controlled trial on children's wellbeing.

Working at Labhya puts you inside government systems that reach millions of children every day. The work combines programme design, teacher training, government partnerships and large-scale evaluation. It suits people interested in education, child wellbeing and public systems, especially those who want to see an idea become part of how a state runs its schools.

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