

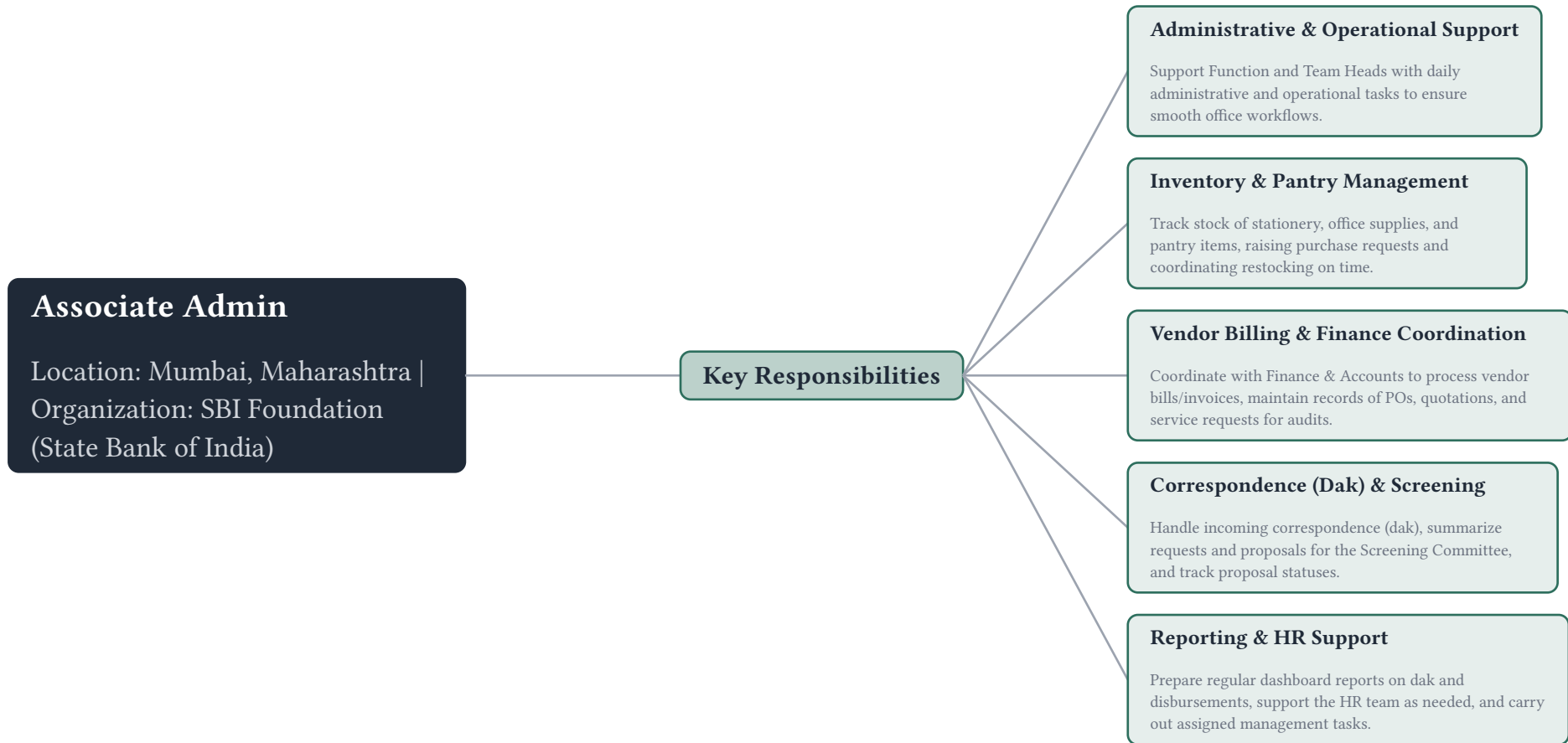


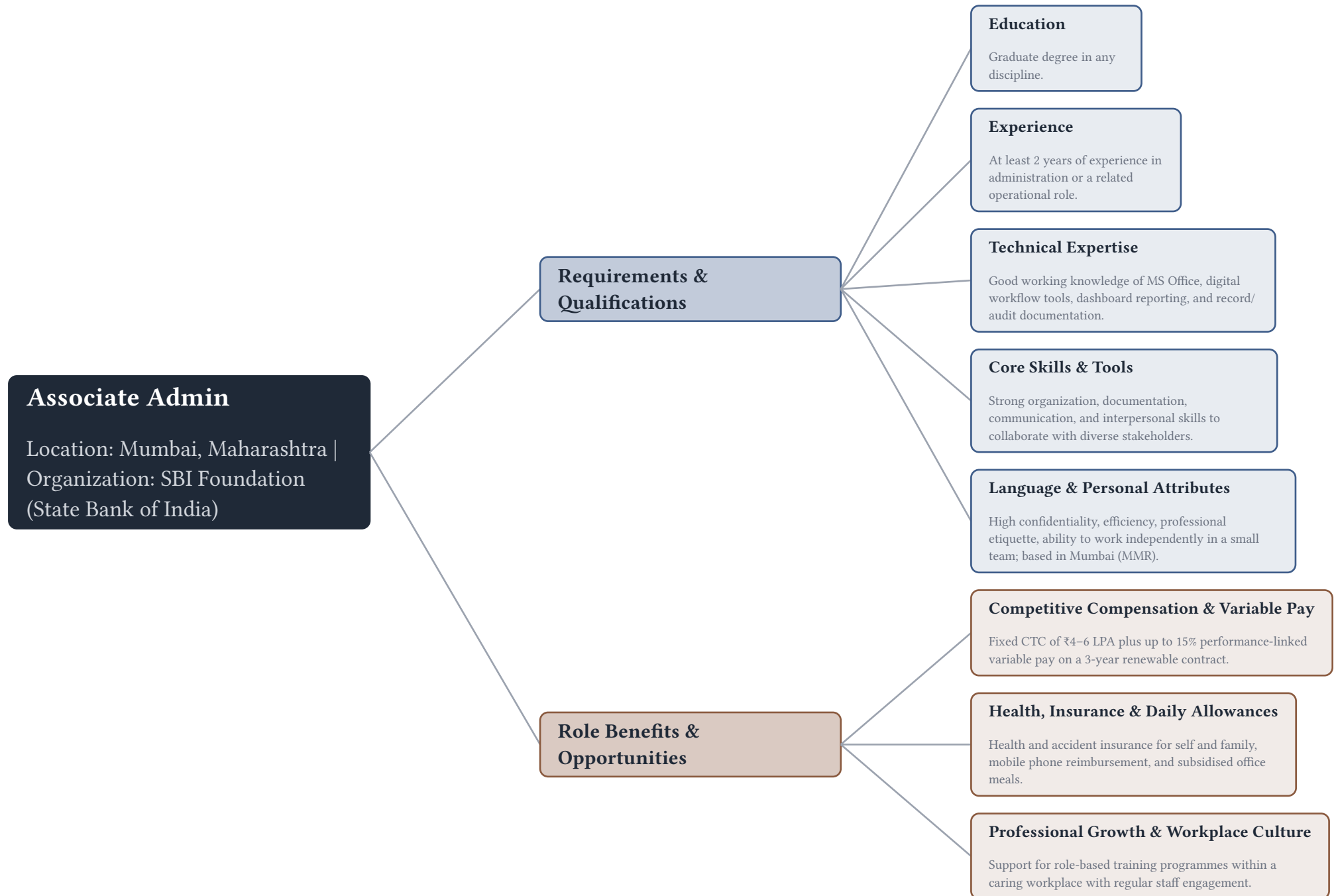
Associate Admin in Mumbai | SBI Foundation | ₹4-6 LPA

Mumbai, Maharashtra · contract · mid level · ₹33,333 - ₹50,000 /month · Closes 5 Oct 2026

View this on aikyamjobs.org → <https://aikyamjobs.org/jobs/associate-admin-in-mumbai-sbi-foundation-4-6-lpa>









Job Description

[Application Assist →](#)

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SBI Foundation

SBI Foundation was set up in 2015 by State Bank of India. It runs the CSR (corporate social responsibility) work of the Bank and its subsidiaries. The Foundation works for fair and inclusive growth, with a strong focus on vulnerable and marginalised communities across India. Its programmes have reached more than a million people and support India's progress on the Sustainable Development Goals. IMG_3138.JPG-JNAPMnjJnM_7FTmEAoFzJ-1719638965-200kb.jpg

Role

As Associate Admin, you will keep the Mumbai office running well. You will manage supplies, vendors, bills, records and incoming correspondence, and support team heads so they can focus on the Foundation's programmes. This is a 3-year contract role that can be renewed every two years based on performance.

Responsibilities

- Support Function and Team Heads with daily administrative and operational work so the office runs smoothly.
- Manage stationery and office supplies by keeping inventory, tracking stock, raising purchase requests and making sure items are there on time.
- Coordinate with the Finance & Accounts team to process vendor bills, invoices and payment documents, and submit all supporting papers on time.
- Maintain records of vendors, purchase orders, invoices, quotations and service requests for reference and audits.
- Manage pantry needs by tracking stock, working with pantry vendors and restocking essential items on time.
- Handle incoming correspondence (dak), including summarising requests and proposals for the Screening Committee and tracking where each one stands.
- Prepare regular reports on the dashboard, dak and disbursements made.
- Support the HR team when needed.



- Take on other tasks assigned by SBI Foundation management.

Requirements

- A graduate degree in any discipline.
- At least 2 years of experience in administration or a related role.
- Based in Mumbai, and open to a future office move anywhere within the Mumbai Metropolitan Region (MMR).
- Good working knowledge of MS Office and digital workflow tools.
- Strong organisation, communication and documentation skills.
- Good people skills and the ability to work well with different stakeholders.
- Ability to maintain high confidentiality, efficiency, and professional etiquette
- Comfortable working independently in a small team, completing tasks within deadlines

Benefits

- Fixed CTC of ₹4-6 LPA, plus variable pay of up to 15% linked to annual performance. The final offer depends on your interview, experience and skills, and the range is not negotiable.
- Health and accident insurance for you and your family.
- Mobile phone reimbursement.
- Subsidised meals at the office.
- Support for role-based training programmes.
- A caring workplace with regular celebrations and staff engagement programmes.

Apply

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

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Required Skills

Office administration

Vendor management

Inventory management

MS Office

Documentation

Tags



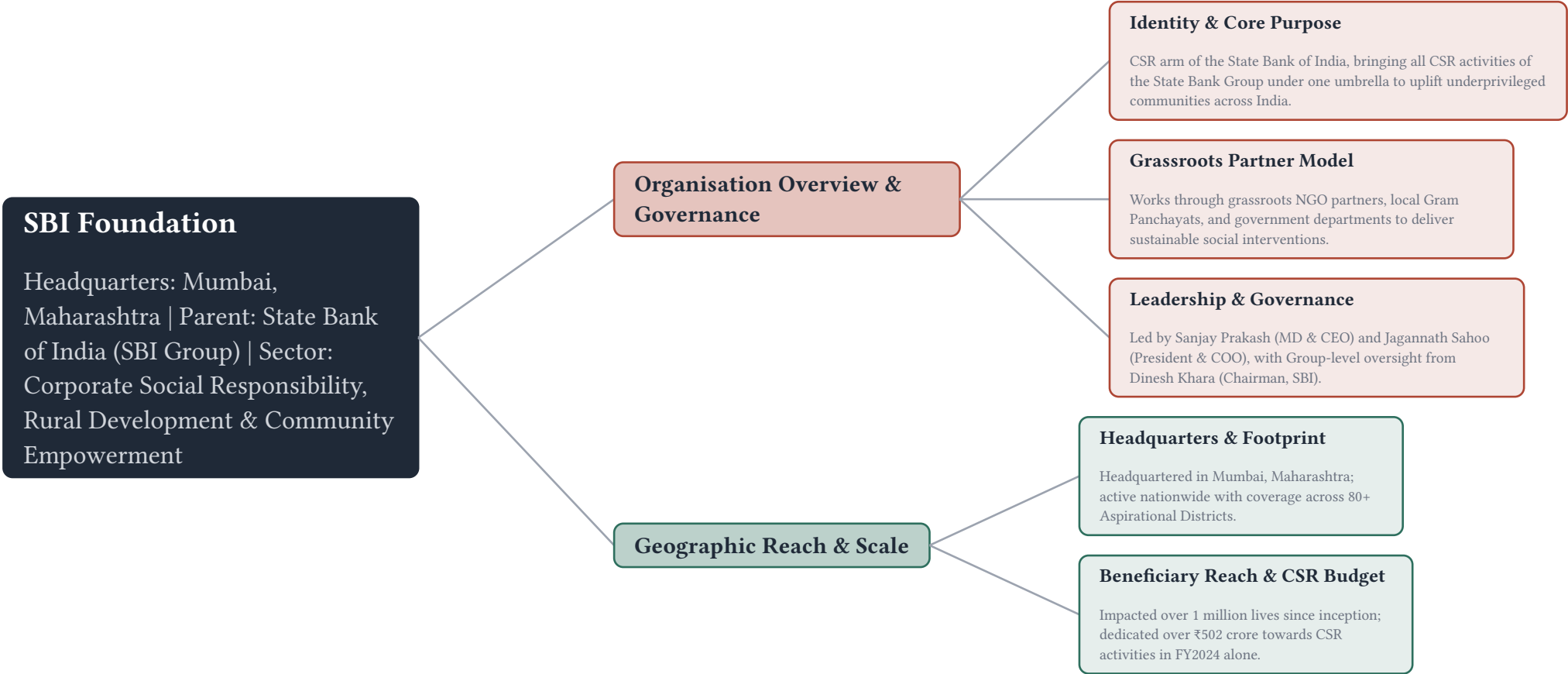
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- SBI Foundation
- Philanthropy
- Administration
- Operations
- Contract
- Maharashtra

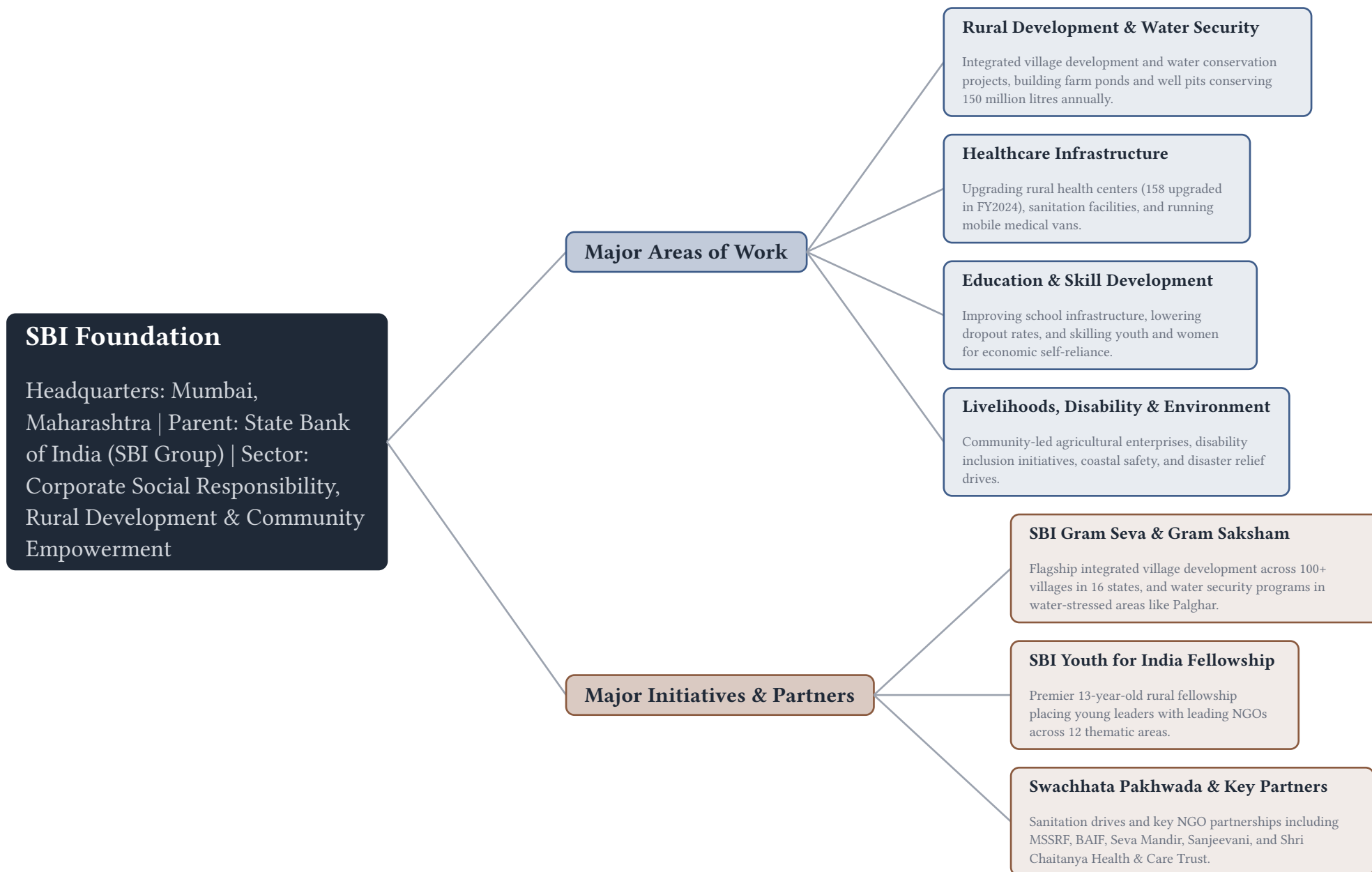


SBI Foundation

Corporate Social Responsibility (Rural and Community Development)

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About the Company

[Visit website →](#)

SBI Foundation is the Corporate Social Responsibility arm of the State Bank of India, bringing all CSR activities of the State Bank Group under one umbrella. It was set up to support and uplift underprivileged sections of society, working through grassroots NGO partners across India on rural development, healthcare, education, livelihoods, disability and inclusion, and environment. Since inception, SBI Foundation has impacted the lives of more than a million beneficiaries through its various programmes and initiatives. [IMG_3138.JPG-JNAPMnjJnM_7FTmEAoFzJ-1719638965-200kb.jpg](#) [Youtube Video](#) >

I *Head Quarters: Mumbai, Maharashtra, India*

Major Areas of Work

- Rural Development: Running integrated village development programmes that bring education, healthcare, livelihoods, and infrastructure improvements to underserved rural communities.
- Healthcare: Upgrading health centers, building sanitation infrastructure, and running mobile medical vans for preventive and primary healthcare in adopted villages.
- Education and Skill Development: Improving school infrastructure, reducing dropout rates, and equipping women and youth with skills for economic self-reliance, particularly in Aspirational Districts.
- Livelihoods and Entrepreneurship: Supporting rural livelihoods and self-reliance through water security projects, agricultural interventions, and community-led enterprise initiatives.
- Disability and Inclusion: Supporting programmes aimed at inclusion and support for persons with disabilities.
- Environment: Undertaking water conservation and sustainability projects, including farm ponds and well pits to address rural water scarcity.

Major Initiatives and Programs

- SBI Gram Seva, a flagship integrated village development programme launched in 2017, now in its fourth phase, adopting villages across Aspirational Districts in states including Haryana, Gujarat, Maharashtra, Punjab, Tamil Nadu, West Bengal, and Uttarakhand, reaching over 100 villages across 16 states
- SBI Gram Saksham, focused on water security for sustainable agriculture, building farm ponds and well pits that conserve an estimated 150 million litres of water annually in project areas like Vikramgad, Palghar



- SBI Youth for India, a rural fellowship programme launched in 2011, placing young fellows with NGO partners such as the M S Swaminathan Research Foundation, BAIF Development Research Foundation, and Seva Mandir, working across 12 thematic areas including education, food security, environmental protection, and rural livelihoods
- Swachhata Pakhwada, supporting cleanliness and sanitation drives
- Coastal safety and disaster relief programmes
- Partnerships with grassroots NGOs implementing Gram Seva locally, such as Sanjeevani in Uttarakhand and Shri Chaitanya Health & Care Trust in Maharashtra

Impact

SBI Foundation has impacted the lives of more than a million beneficiaries through its programmes since inception. Its Gram Seva programme alone has reached over 100 villages across 16 states in its first three phases, with its fourth phase expanding to 30 more villages across six states. In FY2024, SBI dedicated over Rs. 502 crore toward CSR activities, upgrading 158 health centers and reaching 80 Aspirational Districts nationwide.

Leadership

- Sanjay Prakash, Managing Director and CEO, SBI Foundation
- Jagannath Sahoo, President and COO, SBI Foundation
- Dinesh Khara, Chairman, State Bank of India (oversight at the Group level)

Partners

M S Swaminathan Research Foundation, BAIF Development Research Foundation, Seva Mandir, Sanjeevani Vikas Evam Jan Kalyan Samiti, Shri Chaitanya Health & Care Trust, Gram Panchayats and government departments across implementation states

SBI Foundation offers the opportunity to work at the intersection of large scale corporate CSR and grassroots rural development, backed by the institutional strength and reach of the State Bank Group. Staff get to work on integrated development programmes spanning healthcare, education, livelihoods, and environment, with exposure to partnerships across dozens of NGOs and government bodies, and a mission tied directly to India's Aspirational Districts programme and rural self-reliance goals.

See the full listing and open roles: <https://aikyamjobs.org/companies/sbi-foundation>

Hope this gives you a clear, complete picture of the role — if it feels like a fit, the link above takes you straight to the full listing.