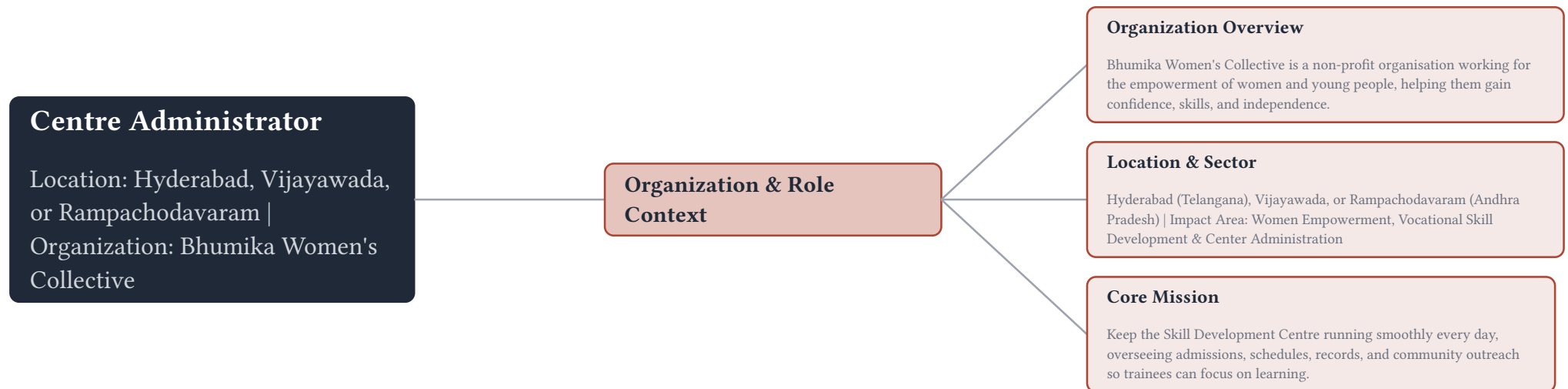
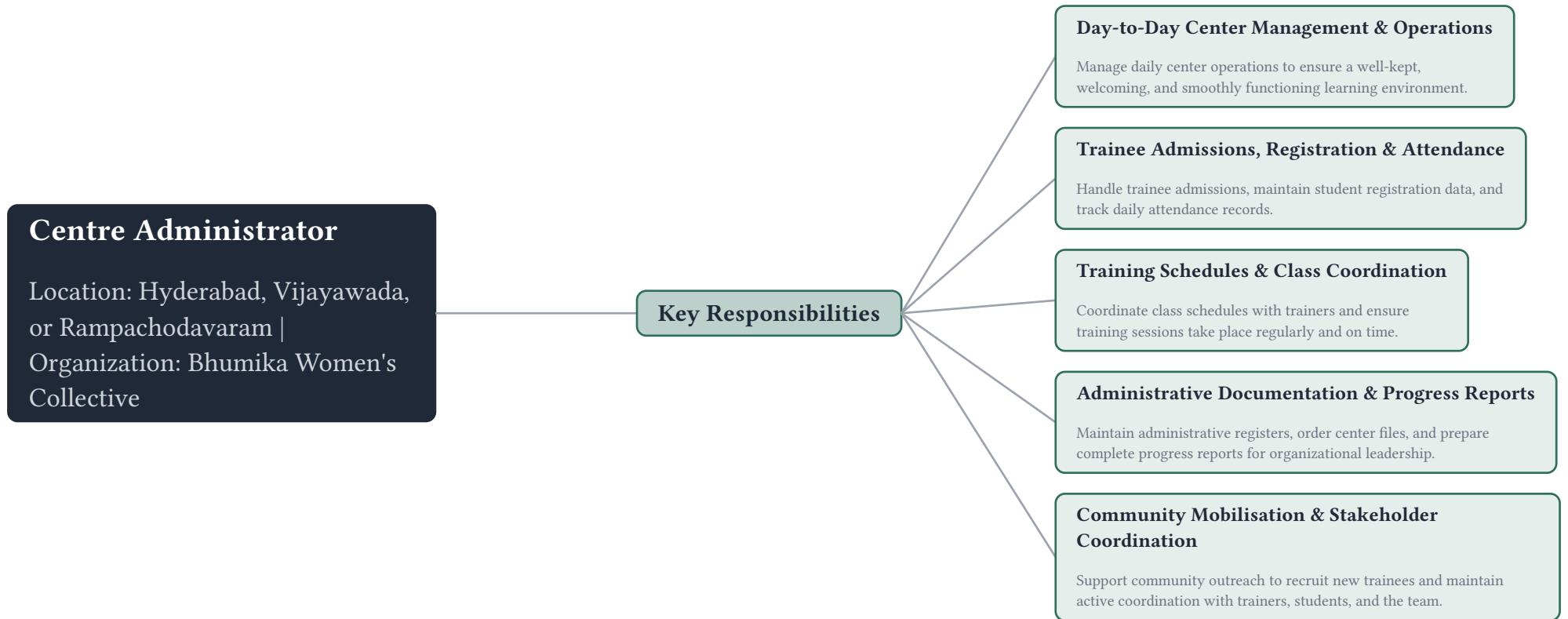


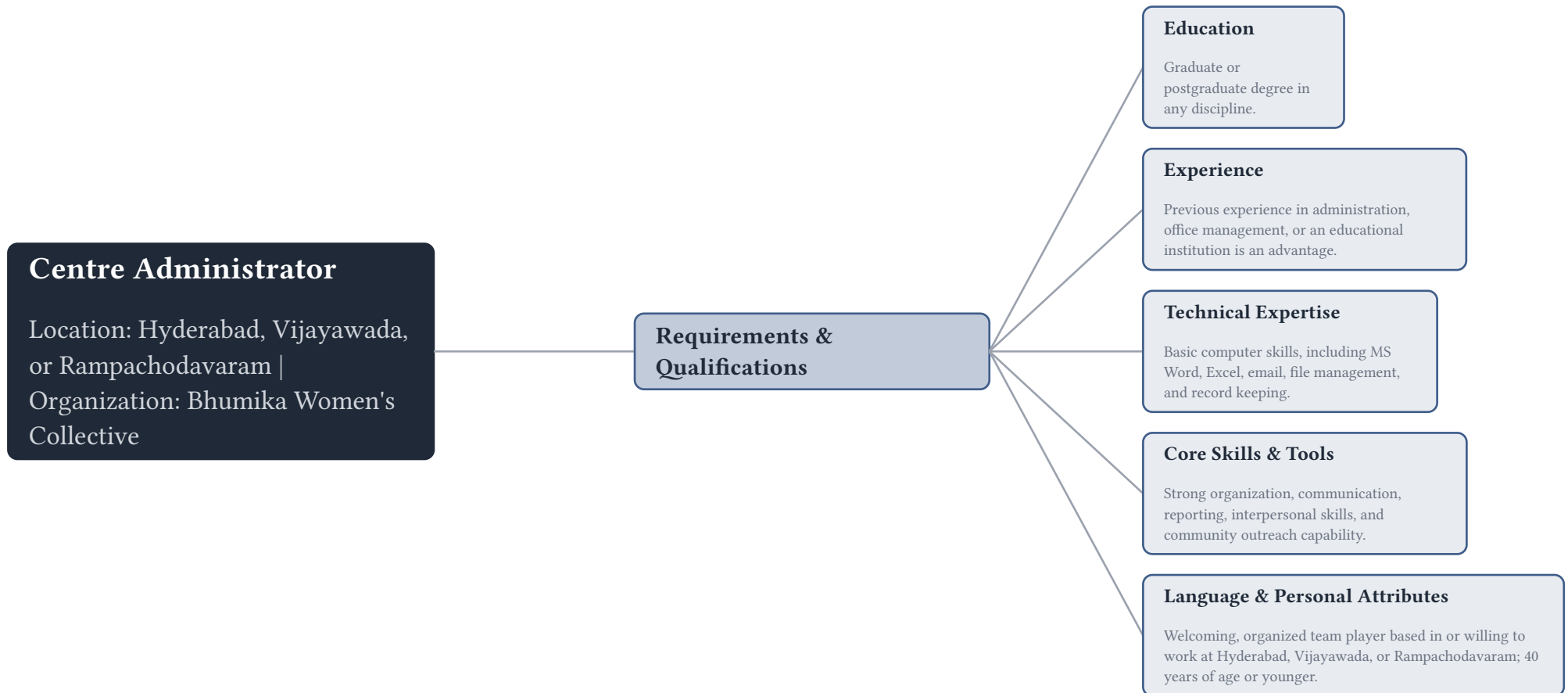
Centre Administrator in Hyderabad, Vijayawada & Rampachodavaram | Bhumika Women's Collective

Hyderabad -Telangana, Vijayawada, Rampachodavaram - Andhra Pradesh · full-time · entry level · Competitive · Closes 5 Nov 2026

View this on aikyamjobs.org → <https://aikyamjobs.org/jobs/centre-administrator-in-hyderabad-vijayawada-rampachodavaram-bhumika-women-s-collective>











Job Description

[Application Assist →](#)

Want to save this for later instead? [Open the live listing →](#)

Bhumika Women's Collective

Bhumika Women's Collective is a non-profit organisation that works for the empowerment of women and young people. Its work helps women and young people build the confidence, knowledge and practical support they need to shape their own lives. Skill training is one way it does this, giving trainees hands-on learning that can lead to steady work and greater independence. This role sits within Bhumika Women's Collective's Skill Development Centre project, which runs training centres in Hyderabad in Telangana and in Vijayawada and Rampachodavaram in Andhra Pradesh.

Role

As Centre Administrator, you will keep the Skill Development Centre running smoothly every day so trainees can focus on learning. You will look after admissions and student records, make sure classes happen on time, and keep the centre's files and reports in good order. Working closely with trainers, trainees and the Bhumika Women's Collective team, you will help make the centre a well-organised and welcoming place for women and young people. The role is based at one of the centres in Hyderabad, Vijayawada or Rampachodavaram.

Responsibilities

- Manage the day-to-day running of the Skill Development Centre and make sure it is well kept and works smoothly.
- Handle trainee admissions, registration and attendance, and keep student records up to date.
- Coordinate training schedules and check that classes take place regularly.
- Maintain files, registers and other administrative documents for the centre.
- Help prepare progress reports and keep training records complete and in order.
- Coordinate with trainers, trainees and the Bhumika Women's Collective team.
- Support outreach and mobilisation in the community to bring in new trainees and help with admissions.



Requirements

- A graduate or postgraduate degree in any discipline.
- Good communication, organisation and administrative skills, including the ability to keep records, prepare reports and coordinate centre activities.
- Basic computer skills, including MS Word, Excel and email.
- Good people skills and the ability to work well with students, trainers and the organisation's team.
- Previous experience in administration, office management or an educational institution is an advantage.
- Able to work from the centre in Hyderabad, Vijayawada or Rampachodavaram.
- Candidates should be 40 years of age or younger.

Benefits

- Work that directly helps women and young people learn new skills and build their livelihoods.
- Hands-on experience running a training centre, from admissions to reporting.
- Be part of a team committed to the empowerment of women and young people.

Apply

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

Follow our WhatsApp Channel to get notified about the latest jobs.

Required Skills

Office administration

Record keeping and reporting

MS Word / Excel / email

Training schedule coordination

Trainee admissions and attendance

Tags

Bhumika Women's Collective

Livelihoods

Administration

Operations

Full Time

Fresher

Telangana

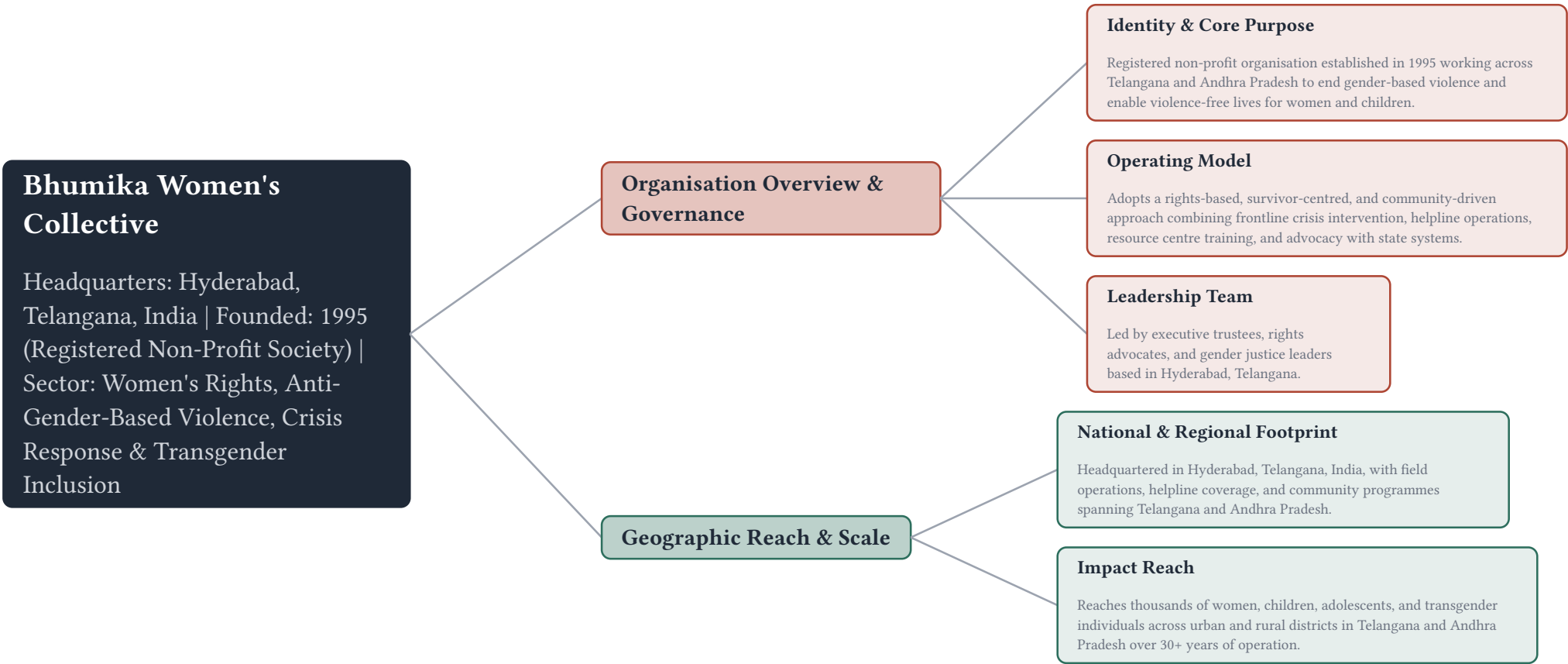
Andhra Pradesh

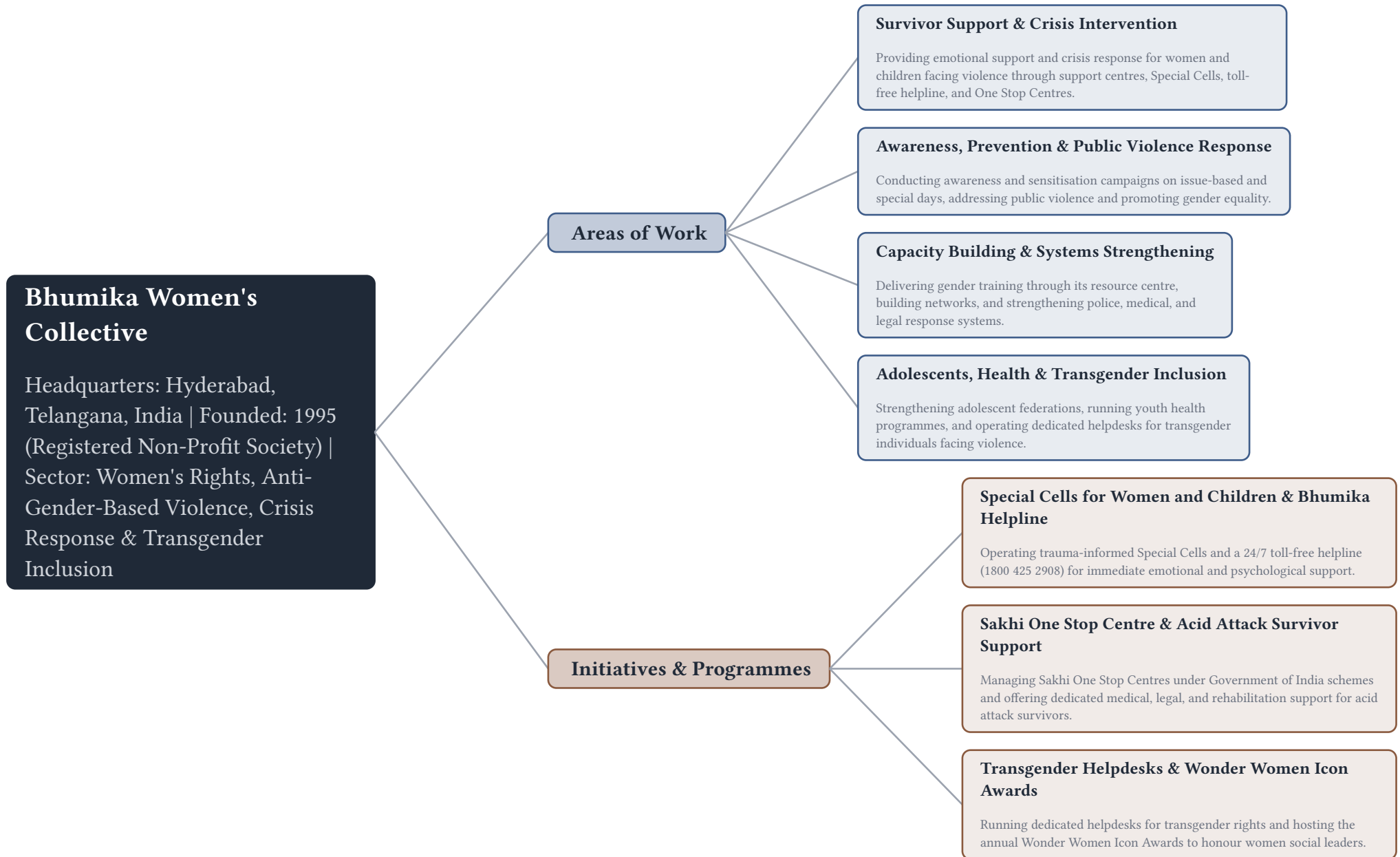


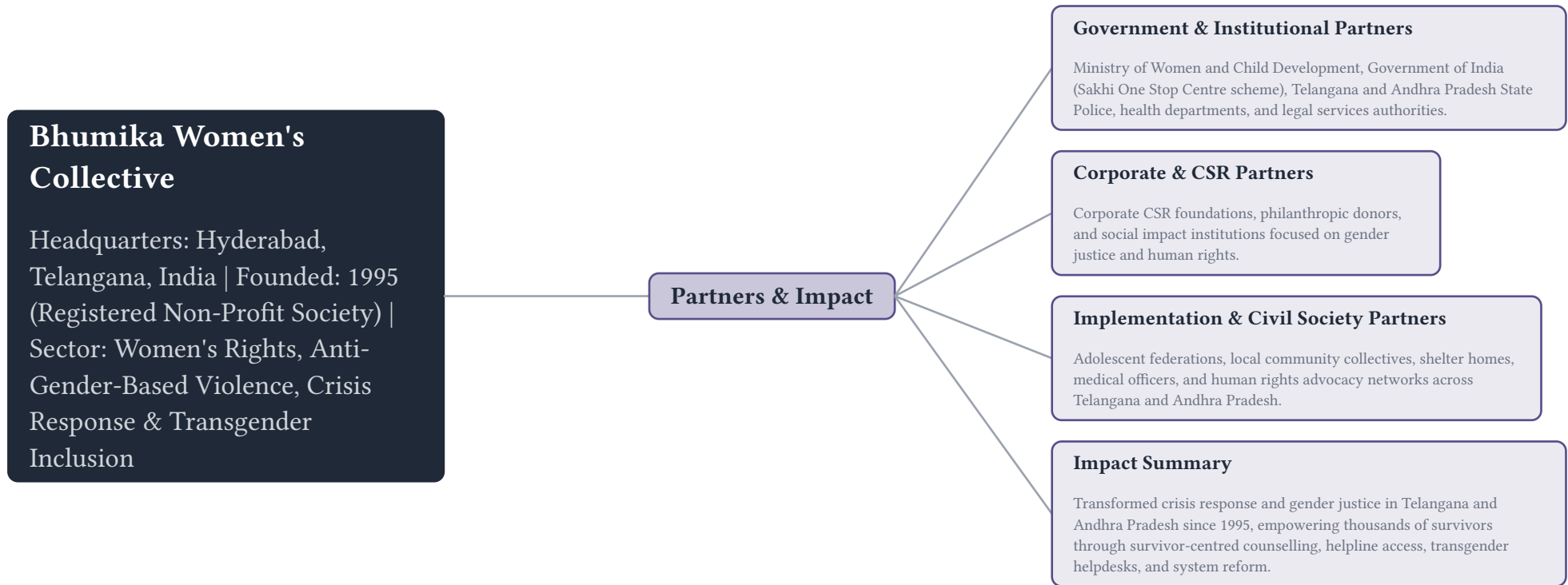
Bhumika Women's Collective

Gender-Based Violence and Women's Rights

View this on aikyamjobs.org → <https://aikyamjobs.org/companies/bhumika-women-s-collective>







About the Company

[Visit website →](#)

Bhumika Women's Collective is a registered non-profit organisation, set up in 1995, that works across Telangana and Andhra Pradesh to fight gender-based violence. Its vision is violence-free lives for women in the two states. Its mission focuses on gender equality and on helping women and children claim their rights, by pushing for a life of dignity and justice. It also works with adolescents through awareness, advocacy and community-based work. It has extended its services to transgender communities through dedicated helpdesks, and it describes its approach as rights-based, survivor-centred and community-driven.

I *Headquarters: Hyderabad, Telangana, India*

Major Areas of Work

- Survivor support: Emotional support and crisis response for women and children facing violence, through support centres, special cells, a toll-free helpline and a One Stop Centre.
- Awareness and prevention: Awareness and sensitisation work, campaigns on issue-based and special days, and work to address public violence.
- Capacity building and systems strengthening: Training through its resource centre, networking and convergence work, and efforts to strengthen the systems that respond to violence against women.
- Adolescents and health: Strengthening adolescent federations and running health and empowerment programmes.
- Transgender inclusion: Dedicated helpdesks for the specific challenges transgender people face, especially gender-based violence.

Major Initiatives and Programmes

- Special Cells for Women and Children: Cells that give emotional support to women and children who have faced violence and help them rebuild their psychological well-being.
- Bhumika Helpline: A toll-free helpline (1800 425 2908) for women who need support.
- Sakhi One Stop Centre: Bhumika's work under the Government of India's Sakhi One Stop Centre scheme, which gives combined support to women affected by violence.
- Support to Acid Attacks Survivors: Dedicated support for survivors of acid attacks.



- Transgender helpdesks: Helpdesks that respond to the problems transgender people face, particularly gender-based violence.
- Wonder Women Icon Awards: Awards that recognise women who have made significant contributions to society.

Bhumika suits people who want to work directly on gender-based violence, from frontline counselling and helpline support to community awareness, training and advocacy with state systems. Its programmes range from support centres and One Stop Centre work to adolescent federations and transgender helpdesks. This gives staff experience of both crisis response and long-term prevention. Its rights-based, survivor-centred approach and long presence in Telangana and Andhra Pradesh make it a good fit for social workers, counsellors and community organisers who want field-level work on gender justice.

See the full listing and open roles: <https://aikyamjobs.org/companies/bhumika-women-s-collective>

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.