

Job Description	Admin & Accounts Executive
------------------------	---------------------------------------

A. Company Profile: Pledge4earth

Pledge4Earth aspires to be a prominent organisation to bring change in the mindset of human beings towards climate protection and pledges to become an independent, thought-provoking & solution-oriented organisation with capabilities in research, policy, advisory and micro-level implementation. We are advisors on sustainability, climate, energy transition & access, net zero, carbon trade and environmental, social, and governance (ESG) from the board room to the shop floor and gravel to product. We are advancing with clients to lead a movement of innovation and circular economy that preserves our planet and improves sustainability.

P4E provides net-zero solutions that will bring the required climate action and are very basic to inclusive economic growth through small business ideas and entrepreneurs, thus ushering to shared prosperity in a sustainable way. It helps leaders and organisation to identify the actionable points that will get them closer to net zero and elevate them to a level for their replicability.

P4E helps the industry and building sectors for holistic transition and transformation to achieve net zero by 2047, along with other SDGs goals. P4E will inculcate this habit of innovation and transformation by leveraging solution-oriented thought processes, creating pools of talent, able leaderships and a vibrant ecosystem of industry associations and knowledge platforms focused on innovating to net zero.

P4E supports industries through comprehensive process, electrical, and energy audits to enhance operational efficiency, increase power quality and reduce energy consumption.

P4E helps to prepare transition plans with net-zero pledges, which will be publicly available, with detailed, concrete actions to meet all targets. The recent avalanche of net-zero pledges by businesses, investors, cities and regions will be vital to keep 1.5°C alive and to build towards a safe and healthy planet, but only if all pledges have transparent plans, robust near-term action, and are implemented in full.

B. Responsibilities

The Admin & Accounts Executive will oversee the overall office management, from day-to-day activities to keeping records of employees and various expenditures. The Admin & Accounts Executive will be principally responsible for:

- Managing day-to-day administrative and operational activities of the office.
- Maintaining employee records, including attendance and leaves
- Managing office documentation and correspondence.
- Coordinating meetings, schedules, and recording minutes of meetings.
- Supporting communication with clients, partners, and stakeholders and ensuring timely follow-ups.

C. Tasks

1. Administrative and Office Management

- Manages routine office operations and administrative processes.
- Maintains organized office documentation system- including reports, publication, project files etc.
- Supports in procurement of essential office equipment and software.
- Manages a record of office expenses and handles necessary financial matters.

- Maintains employee records, including attendance, leaves and compensation records.
- Supports internal communication and coordination.

2. Communication and Coordination

- Coordinates schedules and official communication.
- Coordinates meetings and follow-ups with clients and stakeholders.
- Assists in the preparation of reports and presentations.
- Supports website and social media coordination.
- Accompanies for meetings or site visits as per the requirement.

D. Required Qualifications, Competences and Experience

1. Basic Qualification

- Bachelor's degree in Commerce (B.Com) or equivalent.
- Basic computer proficiency, including MS Office and internet usage.
- Understanding of financial planning and accounting

Desirable:

- MBA or any certificate course in HR/Business/Office Management

2. Professional Experience

- Prior experience in office administration/ HR support and accounts is desirable.
- Fresh graduates with strong organisational skills may also apply.

3. Other Knowledge and Competences

- Good communication skills in English and Hindi.
- Strong organisational ability and attention to detail.
- Ability to work independently.
- Willingness to travel for meetings if required.
- Integrity and commitment to quality work
- Maintains confidentiality of organizational records.
- Willingness to upskill as required by the tasks to be performed

Email	svikashranjan@pledge4earth.com gunjanjain@pledge4earth.com
--------------	---