



Admin & Accounts Officer

Location: Delhi NCR

Background

Takachar is a global organization with a vision is to dramatically increase the amount of biomass (crop and forest residues) economically converted into useful products. Our impacts include income and job creation in rural areas, as well as mitigation of carbon emissions and air pollution associated with conventional open-air biomass residue burning. We have been recognized for our work through awards such as the Earthshot Prize 2021 and the UNEP Young Champions of the Earth Award 2020.

Responsibilities

- Process general administrative functions
- Prepare, send & store the record of invoices on time
- Maintain & update internal accounting databases and spreadsheets
- Maintain & update the status of account receivables and payables
- Contact clients to update them about balance payments
- Assist the finance & accounts team to prepare utilization certificates (UC)
- Create, manage and evaluate daily paperwork for mailing, invoicing and customer contracts (PO/PI)
- Receive and verify bills & requisitions for goods & services
- Offer support to the finance and accounts lead as needed

Skills and Experience Required

- Bachelor's degree in business, finance, accounting or related field
- Solid data entry skills
- A keen eye for detail
- Be hands on to execute administrative tasks
- Strong verbal and written communication skills
- Knowledge of English & Hindi
- Good organizational and time management abilities
- Ability to work in a team as well as individually
- Experience of Quickbooks is preferred but not a strong requirement

As we are an early-stage start-up, please expect that goals and targets might change at moment's notice, sometimes daily, depending on what is required at a given stage. For some people accustomed to working towards long-term targets, this may prove to be a frustrating experience. But flexibility and willingness to constantly learn and adapt is required when working in a small start-up company.

To Apply

Please send your resume and cover letter to careers@takachar.com. In your cover letter, please explain your long-term career goals and how this position may help you towards these goals.

What you will get

- Compensation: INR 3-5 lakhs per annum depending on skills and experience
- Paid parental leave
- Health benefits
- Continuing education credits
- Opportunity to be at the forefront on climate action and pollution mitigation
- A work environment that invests in your personal and professional growth
- A culture that values curiosity & exploration

Takachar (Himalayan Sustainable Energy Solutions Private Limited) is an Equal Opportunity Employer and does not discriminate on the basis or perception of race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, age, or any other consideration made unlawful by central government, state government, or local laws.