

Job Description: Office Administration Manager

The Chartered Institute of Procurement & Supply

The Chartered Institute of Procurement & Supply (CIPS) is the leading independent global membership body representing the procurement and supply profession. With a global membership of over 70,000, we are driving positive change across the profession.

As an organisation with a Royal Charter, our focus is on fulfilling our public interest remit by maintaining high standards of technical competence and ethical behaviour of our members, whilst enhancing the capability of the profession through education, training, and qualifications.

Through all our work, we build a community. A global network of professionals, powering best practice for procurement and supply excellence in people, processes and performance.

CIPS has local offices in the UK, Australia and New Zealand, Africa, the Middle East, India, Singapore and the USA.

Classification Information

Detail	Description
Job title	Office Administration Manager
Contract Type	Permanent
Job Family	Professional
Salary Band	D
Departments / Location	CIPS India/ Noida
Reports to	Country Director - India
Direct Reports	0
Indirect Reports	0

Job Summary

The Office Administration Manager will oversee the smooth, efficient, and compliant operation of the organisation's India office while delivering high-quality administrative support to a global workforce. This role will support the Country Director – India, by ensuring that local office management, supplier coordination, facilities, compliance, and administrative workflows are executed to international standards, enabling global teams to operate effectively across multiple time zones.

This role requires excellent multi-tasking abilities, attention to detail, and strong communication skills.

Key Responsibilities

- Proactive diary management and travel itinerary support to the Country Director – India.
- Lead day-to-day office operations, local facilities management, and supplier coordination.
- Oversee procurement, office supplies, and budget tracking.
- Ensure the India office complies with local legislation and aligns with global policies and standards.
- Provide administrative support to the wider India team and also collaborate with the global teams including HR, Finance, IT, and senior leadership.
- Support onboarding, health & safety, and business continuity activities.
- Act as a central point of contact for employees and external partners in India, ensuring excellent service delivery.
- Contribute to cross-border projects and promote smooth communication across time zones and cultures.

- Any other tasks assigned by the Country Director.

Person Specification

Qualifications & Experience	Desirable	Essential
Significant experience in office management, administration, or operations within a global organisation		✓
Strong organisational and stakeholder management skills		✓
Excellent communication skills and cultural awareness		✓
Experience managing complex diaries and coordinating meetings across time zones		
A pro-active team player, with solutions focused mindset		✓

Competencies

CIPS' Values – all employees undertake to uphold our agreed values



Other Information & Benefits

Terms	Description
Hours	40 per week. The salary has been structured to take account of the need to occasionally work unsocial hours as required by a global organisation and therefore no additional remuneration will be paid outside of base salary
Pension	In line with India's Labour Law regulations
Holiday	20 working days holiday plus statutory holidays – holiday year from 1st January to 31st December
Gratuity	Subject to India's Labour Law regulations
Additional leave	Birthday, Wellbeing Day, Compassionate Leave