



## **Executive (Finance & Administration)** **Location : Goa**

***Sanjeevani...Life Beyond Cancer, an award winning Public Trust, works across the entire spectrum of cancer care – community outreach to create awareness, prevention, early detection of cancer and providing care, counseling and rehabilitation to persons fighting cancer.***

***We invite change makers with a passion to bring about a positive change in the lives of underprivileged sections of the society, having excellent inter-personal and communications skills, demonstrated capability of having led large teams and managing a volunteer network, to join us.***

<b>Work Week</b>	:	Mon to Saturday
<b>Timing</b>	:	9 am to 6 pm
<b>Qualifications</b>	:	Post Graduates with exp in Donor Management, Accounting and Administration
<b>Work Exp</b>	:	Minimum one year experience
<b>Language Proficiency:</b>	:	English, Hindi (both written and spoken)
<b>IT Proficiency</b>	:	Proficient in MS Office, Bookkeeping & Accounting

### **Compensation**

Probation (1 year)	:	Rs 18000/ per month
After Confirmation	:	Rs 20000/- per month + Performance Linked Incentive

### **KRAs**

- Donor Management
- General administration
- HR functions
- Book keeping & Accounting
- Record keeping
- Database management

**Please apply thru email addressed to [careers@sanjeevani-lifebeyondcancer.com](mailto:careers@sanjeevani-lifebeyondcancer.com) and mention “Application for Manager (Outreach & Volunteer Coordination)” in email subject line and attach your CV with details of past experience and achievements**

***Last Date to apply : 30<sup>th</sup> August 2022.***

***To know more about us visit [www.sanjeevani-lifebeyondcancer.com](http://www.sanjeevani-lifebeyondcancer.com) or call our helpline 8691000800 (between 10 am to 11am – Mon to Fri).***