
Career Opportunity
Senior Associate Operations

Reporting to: Manager, Operations; dotted-line *reporting to Regional Head, Karachi*

Location: Karachi

No. of Positions: 1

Employment Type: Full-time - On-site

Teach For Pakistan is a national non-profit organization committed to creating a powerful social movement for equity and excellence in education. We enable Pakistan's best young talent to teach for two years in underserved communities and drive systemic change in education throughout their lives. Teach For Pakistan envisions the day when every child in Pakistan will participate in an education that nurtures them to become loving, thinking, and engaged citizens.

The Role

Teach For Pakistan is looking for a Senior Associate Operations to join our team in Karachi. The selected candidate will provide support on day-to-day administrative & procurement matters and ensure the smooth functioning of the Karachi office.

Primary responsibilities of the role include:

- Prepare, process, and document complete procurement requisitions, comparative statements, and purchase orders in adherence to organizational policy.
- Maintain strong, professional relationships with office suppliers, service providers, contractors, and vendors. Negotiate quotes and track performance deliverables. Look for new vendors in the market for all kinds of procurement. Proactively look for new vendors.
- Collaborate closely with the other teams to assist in logistical setups, venue preparation, seating arrangements, catering coordination, and material preparation for training sessions and workshops.
- Coordinate the initial IT setup for training events, new employee onboarding, and meetings (e.g., setting up projector & screen, audio system, video conferencing tools, Wi-Fi access, and basic hardware setup).
- Review, verify, and process all vendor invoices, receipts, and supporting documentation for accuracy before submitting complete procurement packages to the Finance department for payment release.
- Manage operations trackers through Google Sheets. Proactively look for the necessary tasks and deadlines. Take ownership of the work and pay detailed attention to every piece of work related to the operations team.
- Oversee routine office maintenance, electrical, plumbing, AC, and structural repairs to ensure a safe, functional, and efficient work environment. Check that the internet is working to ensure the smooth functioning of the team. Timely recharge of internet devices.

- Serve as the primary focal point for communication with the office landlord and property management team regarding building upkeep, repairs, lease terms compliance, and building utility issues.
- Oversee the timely verification, processing, and record-keeping of all office utility bills (electricity, water, Internet, etc.) to ensure uninterrupted services.
- Maintain continuous coordination with the Head Office to ensure all administrative, procurement, and operational workflows comply with organizational policies.
- Manage the timely purchasing of office groceries, kitchen supplies, stationery, and daily administrative items.
- Manage the office vehicle logbook, keep records of fuel, and manage car bookings.
- Manage accommodation for the head office staff during their visit to the regional office.
- Maintain accurate and up-to-date tracking logs/registers for office groceries, consumables, cleaning products, and fixed assets. Conduct periodic stock audits to minimize waste and prevent stock-outs.
- Any other task assigned by the Manager

The Ideal Candidate will be a responsible, proactive problem-solver with a strong background in administrative management, exceptional negotiating skills, and attention to detail. The ideal candidate will be eager to support programmatic activities and take the initiative to drive organizational goals forward.

Qualifications & Competencies

- 2–4 years of hands-on experience in Administration, Procurement, Vendor Management, and logistics.
- Strong ability to collaborate within the organization and engage effectively with external stakeholders.
- Demonstrated experience in administrative operations and procurement processes.
- Ability to work independently and collaboratively in a dynamic environment.
- Capacity to manage multiple tasks efficiently, work in a fast-paced organization, and ensure accuracy in all administrative and financial activities.

How To apply: Submit your application by filling the form below by **Friday, 16th Oct 2026**.

Form Link: <https://forms.gle/q94t7egAWdLrbN519>

Applications are reviewed on a rolling basis, so we encourage you to apply earlier.