**Title:** Admin Assistant

**Scope of Work**

Admin Assistant will be responsible for calling and collating the data as and when required on the behalf of state team, ACCESS Health International, day to day admin work as required by the team and mobilisation support for various activities like workshop, road shows, meetings etc

**WORKING AREAS:** Calling to the providers, collecting, and collating data, mobilisation support, admin support, field visit support under PMJAY.

**Location**

Lucknow

**Reports To**

State Director, UP

**Compensation**

A monthly compensation of INR 17,000 subject to deduction of TDS as per Income Tax Act Rates will be paid to the consultant.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **July 20, 2023** to **January 19, 2024** with the possibility of extension, depending on performance and need of the organization.