

### **Office Assistant (Skill Centre, Timarpur)**

- Support Office staff to document and maintain records, get photocopies, printouts etc.
- To handle inquiries and correspondence appropriately.
- Running official errands and assisting with other office services.
- To maintain safe custody of records, documents, important/regular letters/ correspondence in proper files.
- To make administrative arrangements and provide logistic support for meetings/ conferences/ events.
- Routine maintenance and upkeep of centre – proper care of VTC and its assets.
- Reports to Project Coordinator immediately any problem regarding functionality of office equipments or problems.
- Be responsible for replenishment of consumable after proper authorization by Project Coordinator.
- Undertake travel to HO for official purpose.
- Perform other related duties as assigned from time to time.
- Prepare tea/ coffee, serve refreshments, water, snacks to visitors.
- Handle queries of visitors in a courteous manner in absence of Project Coordinator.
- Handle telephone calls.
- And any such duties as assigned from time to time

### **Experience**

- 2 – 3 years of sound working experience in logistical and organizational work.
- Highly motivated, willing to learn and service-oriented
- Maintain decorum at all times

### **Educational Qualification:**

Higher Secondary

Duty Station: Timarpur (New Delhi)

Duration: One year

Salary: 4K/month

Expected start time: 1<sup>st</sup> October 2015