

Job Description

POSITION: OFFICE ASSISTANT INTERN

Responsible to: Project Head

Location: National Headquarters, New Delhi

Job Summary: Our organisation is looking for a reliable, organized Office Assistant Intern to manage the day-to-day administrative aspects of running the business. The successful applicant will have a positive attitude, a desire to work as efficiently as possible and good communication skills. This job may include some overtime as well as occasional weekend work. We're looking for someone who can operate effectively with little or no supervision and who can manage multiple tasks.

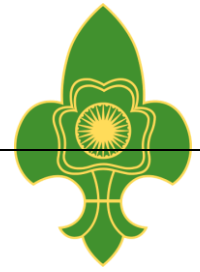
KEY RESPONSIBILITIES:

- Maintaining and monitoring various office files, reporting schedules, work hours.
- Organizing, attending and participating in meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring timely update and reporting through different channels.
- Providing administrative support as needed.
- Undertaking tasks on your own as required.
- Ensuring all documentation is maintained appropriately.
- Create a work management calendar for fulfilling each goal and objective.



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Area:	Essential:	Desirable:
Qualifications:	<ul style="list-style-type: none"> • Graduate in any field • Age 18 - 29 years 	<ul style="list-style-type: none"> • Administration qualification or qualification by skills/experience • Qualification in handling Office work
Salary	<ul style="list-style-type: none"> • 10,000-15,000 a month (negotiable) 	
Experience:	<ul style="list-style-type: none"> • Experience of six months minimum 	<ul style="list-style-type: none"> • Experience in educational programmes • Experience of working with volunteers
Skills and Knowledge:	<ul style="list-style-type: none"> • Excellent verbal communication skills including presentation skills. • Excellent MS Office skills • Ability to work effectively both independently and as part of a team. 	<ul style="list-style-type: none"> • Knowledge files management, transcription, and other administrative procedures. • Ability to work with tight deadlines.
Personal Qualities:	<ul style="list-style-type: none"> • Excellent attention to detail • Able to work on own initiative • Able to deliver against tight deadlines. 	<ul style="list-style-type: none"> • Creative approach to work • Able to multitask with the ability to focus on details • Able to work in a fast changing environment



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Other Requirements:

- Fluent in spoken and written English
- Fluent in spoken and written Hindi or local regional language
- Able to travel within country
- Experience working remotely/in a dispersed team
- Occasional work outside regular office hours