

Job Description

POSITION: PERSONAL ASSISTANT

Responsible to: Director

Location: National Headquarter, New Delhi

Job Summary: Our organisation is searching for a Personal Assistant who can assist the Director and help improve productivity. The ideal candidate for this position is a self-starter who can work well in a fast-paced environment.

KEY RESPONSIBILITIES:

- Maintaining and monitoring various office files, reporting schedules, work hours.
- Organizing, attending and participating in meetings.
- Maintaining daily diary of the Director.
- 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"> • Bachelor degree in any filed • Age 18 -35 years 	<ul style="list-style-type: none"> • Bachelor degree in law is preferable • Rashtrapati Rover/Ranger is preferred
Salary:	20,000-30,000 a month (negotiable)	
Experience:	<ul style="list-style-type: none"> • Experience of 2-3 years in the related filed • Proven administrative skills 	<ul style="list-style-type: none"> • An appreciation/recommendation letter • Experience of working with the team
Skills and Knowledge:	<ul style="list-style-type: none"> • Excellent verbal communication skills including presentation skills. • Excellent Internet, MS Office skills • Power Point Presentation • A track record of problem solving • Short-end Typing speed 100-120 • Computer Tying speed 82-100 • Organizing capital meetings on social sites 	<ul style="list-style-type: none"> • Able to manage varied and complex work, resolving conflicting priorities. • Knowledge of effective youth participation approaches
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
Other Requirements:	<ul style="list-style-type: none"> • Fluent in spoken and written English • Fluent in spoken and written Hindi or local regional language • Able to travel within country • Ability to work with tight deadlines 	<ul style="list-style-type: none"> • Experience working remotely/in a dispersed team • Occasional work outside regular office hours