Job Announcement

Job Title: Administrative Assistant

Purpose of Job: Work as an Administrative Assistance at Youth for Social Development at its headquarters based in Berhampur, Ganjam, Odisha. Provide administrative support, make travel arrangement, maintain supplies inventory, assets, expediting orders and support accounts and finance team, and contributes to team effort by accomplishing related results as needed.

Main Duties and Responsibilities:

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Supports team by performing tasks related to organization and strong communication.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies

Essential Knowledge, Qualifications and Experience:

- A degree and post-graduate degree in arts/science/commerce
- Minimum 3 years experience in administrative assistance experience and produce desired time bound results

Skills/Abilities:

- Reporting, Administrative Writing Skills
- Supply management and Inventory Control
- Verbal Communication and ability to produce time bound desired results

Remuneration: The remuneration will be based on the applicants’ ability and experience.

How to Apply: Fresher, Female and Locals are encouraged to apply. Candidates are strongly recommended to read the Job Profile carefully before applying. Please send your updated CV with covering letter to careerysd@gmail.com latest by 15 April, 2021 along with 2 professional references. The selected candidate would be required to join immediately. Only shortlisted candidate will be contacted. For more details on Youth for Social Development, please visit: www.ysdindia.org/career