

ADF India and its partner organisation under the Alliance for Life and Liberty Project is calling for applications from interested candidates for 1 position of **Administrative Assistant** on a contractual basis (1 year, renewable) to be based in Delhi.

The organisation is looking for a master multi-tasker with excellent communication skills and a positive attitude. Candidate should be able to assist the organization by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, and being a helpful and positive presence in the workplace.

The candidate should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. The candidate must be comfortable with computers, general office tasks, and excel at both verbal and written communication.

### **Job responsibilities**

- Careful and diligent management of the team's database and preparing reports from such database.
- Handling office tasks, such as filing, generating reports, setting up meetings.
- Handle administrative requests and queries from senior managers.
- Communicate with organisations's internal and external stakeholders via phone, e-mail, and mail on behalf of the team.
- Maintain contact lists of stakeholders.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Carry out administrative duties such as filing, typing, copying, scanning etc.
- Managing events and ensuring that deadlines and budgets are adhered to.
- Support the work of planning, coordination, and execution of training and relationship building initiatives.
- Paying great attention to detail to work in a fast-paced environment managing different time zones and geographies.

### **Admin and other responsibilities**

- Providing periodic updates to the Team Leader.
- Flexibility in terms of working hours, work related travel, and undertaking any additional task assigned by the Team Leader is a requirement.
- Preparing and maintaining monthly account statements.
- Maintaining confidentiality of clients and tasks undertaken.

### **Requirements**

- The applicant must be a Graduate with proven admin assistant experience
- The applicant must possess at least 3+ years' experience working in in the field or in a related area.
- The applicant must possess experience coordinating meetings and events
- Knowledge of office management systems and procedures.
- Previous experience working with a law firm or in-house legal team.
- Superior attention to detail and ability to meet tight deadlines
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Strong organizational and planning skills.
- Ability to convey information succinctly and accurately, both written and oral, in English and

Hindi

- Data entry & processing skills - Proficiency in typing, Microsoft Office 365 Suite, other essential internet-based applications.
- Working knowledge of Google Docs and project and task management tools.

**Please Note:**

- **Interested candidates may apply by 30<sup>th</sup> September 2024 by clicking on the apply now button.**
- Only short-listed candidates will be interviewed.
- The position description is intended to describe the general nature and level of work being performed by persons assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.
- Only candidates possessing relevant qualifications & experience as per JD need apply.

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