



Office Secretary Urgently required for a reputed 72 year old NGO

Jai Vakeel Foundation & Research Centre (previously known as The Research Society) is a 72 year old NGO working with children and individuals with Intellectual Disability (ID). We have a holistic approach to the management of individuals with ID and cater to over 3000 individuals annually, across varying age groups and varying levels of intellectual and other associated disabilities such as autism, epilepsy, cerebral palsy and visual or hearing impairment. Our services are divided into four broad categories – Healthcare, Education, Skill Development and Support Services.

For more details, please visit our website: <http://jaivakeel.org/>

Position Title: Office Secretary

Reporting: CEO / Admin Head

Job Context:

The purpose of the role is to assist/support in routine secretarial, administrative and other office functions as required from time to time.

Key Responsibilities:

Administrative

- Managing diaries, events calendar and appointments
- Schedule meetings (with staff/guests/visitors) and coordinate the necessary arrangements thereof
- To handle internal as well as external communication effectively and as directed by the CEO and/or Admin Head
- Drafting letters, reports, memorandums etc. as and when required/directed
- To schedule the board meetings, manage attendance and coordinate the necessary arrangements
- To support/coordinate the arrangements for various events at the institute

Miscellaneous

- Preparing and distributing documents required during meetings
- To assist with photocopying and printing for the department
- To communicate in a positive and effective manner with staff, students, co-workers, parents and/or visitors whenever required
- Handling telephone communications and email messages
- Managing travel bookings if and when required
- To handle record and distribution of inward/outward couriers/posts
- To prepare and maintain reports and other MIS/database as required
- To take on additional responsibilities as and when assigned

Educational Qualification: Graduate

Age: 30 - 40 yrs

Experience: 4-7 years of clerical/secretarial work experience, minimum 3 years of which must have been as an Office Secretary.

Competencies:

- Excellent verbal and written communications skills
- Meticulous and Detail oriented
- Ability to multi-task and handle inter-departmental coordination
- Good time management skills
- Proactive and Patient

Technical Skills: MS Office / Internet savvy