Administrative Assistant Required

Job Responsibilities:

1. Provides administrative support to ensure efficient operation of office.
2. Carries out duties like generate reports using computers, transcribe minutes from meetings, create presentations, letter drafting, certificates issuing, preparing reports by collecting data and conduct research.
3. Schedules meetings and supports visitors.
4. Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
5. Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
6. Makes travel arrangements such as booking flights, cars, and hotel or restaurant reservations as and when requires.
7. Exhibits polite and professional communication via phone, e-mail, and mail.
8. Supports team by performing tasks related to organization and strong communication.
9. Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
10. Provides information by answering questions and requests.
11. Helps to Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.

Required Skills and Qualifications:

1. Reporting Skills
2. Administrative Writing Skills
3. Microsoft Office Skills
4. Managing Processes
5. Organization Skills
6. Analyzing Information
7. Professionalism
8. Problem Solving Skills
9. Supply Management
10. Inventory Control
11. Verbal Communication

Education and Experience Requirements

1. Degree / Post Graduation preferably in accounting required
2. Minimum 3 years of administrative assistant experience
3. Excellent experience in appropriate software including: Microsoft Word, Excel, Outlook, PowerPoint and Adobe Acrobat etc.

PLEASE SEND YOUR DETAILED CV TO **ao@mahagurutech.ac.in** Urgently.

Date : 14-02-2022
Place: Kattachira