

ToR for the post of ‘Office Management Assistant’

Essential Qualification:

Graduate from a Govt. recognized University.

Experience:

Should have minimum of 2 (two) years of experience in office management.
Should have knowledge of IT and Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.) including email.

Competencies Required:

- Ability to work under tight deadlines.
- Excellent organizational skills.
- Excellent written and verbal communication
- Ability to work independently as well as in a team.
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts.
- Adaptability and flexibility
- Ability to multitask and prioritize tasks effectively
- Relevant work experience in an office setting
- Strong conceptual, analytical skills with clarity of thought process and problem solving skills.

Key Job Responsibilities:

The Office Management Assistant will be under the overall command of the SPD & ASPD of AIWTDS, and depending on the requirement he/she may be assigned to work under any wing. The Office Management Assistant will be required to provide assistance in the following areas:

- (a) Provide administrative support including front office management, errands, office clerical duties, office logistics and organization hospitality;
- (b) Provide support for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken.
- (c) Assist in operational backstopping of AIWTDS by ensuring timely provision of suitable inputs such as equipment, stationary, office consumables, transportation (if any) and other utilities required;
- (d) Maintain a schedule of planned meetings and attend to routine correspondence and support administrative functions;
- (e) Provide filing services, archiving and offer circulation of mail intra/inter office, arrange storage and systematize project documentation;
- (f) Work with the relevant officers on arrangement of workshops/meetings materials;
- (g) Assist in preparation of evaluation reports, annual project reports, and update projects files
- (h) Assist in collection and analysis of data, prepare and update briefs, records and other documents on project implementation;
- (i) Prepare minutes of the meetings;
- (j) Any other official responsibilities as assigned by the SPD and ASPD.

Remuneration:

The monthly fixed remuneration will be Rs. 35,000 to Rs. 50,000 per month or 30% hike on the existing remuneration whichever is less.

Period of Service:

The contract shall be till the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.