

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

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

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

Job responsibilities

- Handling office tasks, such as filing, generating reports, setting up meetings.
- Handle administrative requests and queries from senior managers.
- Careful and diligent management of the organization's database and preparing reports from such database.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Maintain contact lists.
- Carry out administrative duties such as filing, typing, copying, scanning etc.
- Writing and issuing emails to teams and departments on behalf of teams or senior staff.
- Maintaining polite and professional communication via phone, e-mail, and mail.
- 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 2 years' experience working in in the field or in a related area.
- The applicant must possess experience coordinating meetings, ticketing and events
- Knowledge of office management systems and procedures.
- 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 21st April 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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