



JOB DESCRIPTION

Job Title:	Admin Assistant
Place of Work:	New Delhi
Grade:	VI
Reports to:	Director Finance & Administration
Reporting to position:	None
Budget Responsibility:	None Directly

Purpose

To provide efficient support to the Director and Finance in the Delhi office towards – Staff and Visitors Travel and Logistics, Events Management, Hospitality, Office cleanliness, Petty Cash maintenance, Routine office and administrative support, Mail/Post and Filing. Provide comprehensive secretarial and administrative support to the chief executive and Senior Management team. This being a critical programme support function, the position is expected to demonstrate people friendly attitude, provide timely support. In performance evaluation of this position, the Line Manager will take inputs from other Units of WAI.

Responsibilities:

Manage Travel, Logistics and Routine Admin Functions

- Manage all travel booking and related works and communication for staff and visitors at CO
- Manage front office, handle phone and mail including follow up of tasks where appropriate.
- Maintain bulletin & display boards with current information, and publications
- Maintain a current list of contacts and addresses both in hard copies and soft
- Support in regular office communication - Receive, record and distribute incoming correspondence, and support in follow up actions. Compose routine correspondence.
- Responsible to maintain regular supplies (procurement of office admin consumables and for pantry)
- Responsible to maintain adequate stock of official stationery
- To Assist the Finance Officer and Accountant with Petty Cash Management and Expense statement
- Oversee general upkeep of the office, supervising the work of casual helps
- Support HR with maintenance of leave records and attendance
- Support in events (in organising venue, logistics and manage participants coordination)
- Maintain master file for all office communications, and list of all Office files & other registers
- Support Policy unit with update of the library and resource centre and related maintenance.

Provide Secretarial Assistance to CE and SMT

- Help with appointments, telephoning, correspondence, and.
- Manage calendars, schedule and coordinate meetings/conference calls.
- Support routine correspondence
- Coordinate with WaterAid Regional Offices, and other WaterAid offices as required by SMT

Any other tasks that might be assigned from time to time by the Chief Executive or senior managers

Person Specification

Qualification:

Essential:

- Graduation in any field
- General knowledge of office administration operations, functions, for running of an organisation
- Minimum three years experience in similar role
- Experience of using computer especially word and excel
- Ability to establish and maintain effective working relationships with employees, local service providers and to deal with public relations courteously and tactfully.
- Excellence in spoken and written English, ability to compose routine business letters
- Good Knowledge of Hindi
- Good interpersonal and communication skills
- Personal commitment to continuous self-development and to organisations values

Desirable:

- Education or Training in Office Systems or related field.
- Knowledge of the principles and practices of office administration.
- Experience of working with INGO
- Excellent personal and office organisation skills
- ability to maintain a high level of accuracy confidentiality concerning official information