

Job Title: Office Assistant to the Core Management

Department: Administration

Location: KIRAN Society, Madhopur, Kuruhuan, Varanasi, Uttar Pradesh

Reporting To: Core Management Team, specifically to ED

Job Summary

The Office Assistant to the Core Management provides comprehensive administrative and operational support to the Core Management team. The role involves managing documentation, coordinating meetings, maintaining records, handling communications, and ensuring smooth day-to-day administrative functioning. The position requires strong organizational skills, confidentiality, professionalism, and the ability to multitask in a dynamic work environment.

Key Responsibilities

1. Administrative Support

- Provide day-to-day administrative assistance to the Core Management team.
- Prepare, draft, and format official correspondence, reports, and presentations.
- Maintain and organize physical and electronic records and documents.
- Handle filing, photocopying, scanning, and documentation management.

2. Meeting & Coordination

- Schedule and coordinate meetings, appointments, and events.
- Prepare meeting agendas and circulate necessary documents.
- Record minutes of meetings and follow up on action items.
- Coordinate with internal departments and external stakeholders as required.

3. Presentation & Content Development

- Create and design professional PowerPoint presentations (PPTs) for meetings, reports, and events.
- Prepare data-driven charts, tables, and visual summaries for financial analysis presentations.
- Draft short organizational content, social awareness content, and internal communication materials.
- Assist in preparing brief reports, newsletters, or promotional write-ups as required.

4. Communication Management

- Manage incoming and outgoing correspondence (emails, letters, calls).
- Respond to routine queries and redirect complex matters appropriately.

- Maintain professional communication on behalf of the Core Management.

5. Data & Record Management

- Maintain confidential records and sensitive information securely.
- Update databases, spreadsheets, and management reports regularly.
- Ensure proper documentation for approvals, compliance, and audits.

6. Office Operations

- Assist in procurement of office supplies and inventory tracking.
- Support travel arrangements and logistical coordination for management.
- Ensure smooth functioning of office administrative processes.

Required Qualifications

- Bachelor's degree in Social Work, Business Administration, Management, Commerce, or related field.
- 1–3 years of relevant administrative experience (preferred).
- Proficiency in MS Office (Word, Excel, PowerPoint) and email management systems.
- Strong written and verbal communication skills in English and Hindi.

Key Competencies

- Excellent organizational and multitasking skills
- Attention to detail and accuracy
- Professionalism and confidentiality
- Time management and ability to meet deadlines
- Problem-solving and coordination skills
- Ability to work independently and as part of a team

Working Conditions

- Full-time position
- Standard office working hours (may require flexibility during peak periods)
- May be required to travel occasionally, independently or with the Core Management team, for local and outstation assignments, meetings, or official engagements.
- Knows two-wheeler driving and must have own Scooty / Bike