

	Name of the post	No of vacancies	Duration of the employment	Remuneration
	Admin cum Accounts Executive Assistant	1	12 Months	Rs.40,000- Rs. 43,000

POST OF ADMIN CUM ACCOUNT EXECUTIVE ASSISTANT

JOB PROFILE:

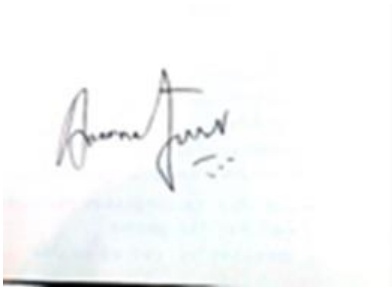
- Maintaining accounts, documentation, logistic support to the project team and any other account related issues assigned by the Programmatic Team.
- Providing assistance to the HR team in recruitment and onboarding.
- Preparing and managing the office notes and Meeting minutes.
- Managing calendar as well as associated operations. Other tasks such as booking conference halls as well as audiovisual equipment, preparing documentation, etc.
- Handling management of major staff meetings and annual events of the organization.
- Manage general departmental administrative activities.
- Coordination with vendors and partner agencies.
- Update all databases and spreadsheets related to accounting and admin.
- Other duties and responsibilities may be assigned by the Programmatic team and Admin team.

DESIROUS CANDIDATE MUST:

- Masters in Commerce and related disciplines with 55% marks plus 5 years of work experience OR Bachelor's degree in Commerce and related disciplines with 55% marks plus 10 years of work experience
- Good knowledge of finalization of accounts of charitable organizations, charitable trusts/Statutory requirements.
- Good knowledge of maintenance of books of accounts as per accounting norms
- Knowledge of budgeting and multiple accounting and finance management
- Experience in working on ERP software
- Proficiency in word, excel, tally and powerpoint.
- Knowledge of Purchase department e.g. e-tendering process , Basic knowledge of Gem Portal.
- Knowledge of Personnel section work eg appointments, extensions.
- Experience of handling UN projects.
- Should have minimum 5 yrs experience in an academic Institute.
- Communication skills in English and Hindi, both spoken and written, is a must. Proficiency in Marathi language would be considered as a plus point.
- The candidates should be based in Mumbai.

For enquiries, contact;

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Programme Director and Assistant Professor

iCALL Psychosocial Helpline

Tata Institute of Social Science