

**Job Position:** Office Admin

**Job Vacancy:** 1 Post

**Job Type:** Full-time

### **Job Summary**

Our organization is currently looking for an experienced Office Admin. This position will play an integral role in the organizational strength of our company. The Office Admin will provide administrative support, greet and direct visitors and answer and respond to calls and emails. Qualified candidates will have impeccable verbal and written communication skills, a strong ability to multi-task and a friendly demeanor.

### **Responsibilities and Duties**

- Greet visitors and direct them to the appropriate offices
- Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents
- Coordinate project deliverable
- Perform accounting tasks, book keeping including invoicing and budget tracking
- Schedule meetings and travel arrangements for senior members of the organization
- Provide administrative support for the entire team
- Overlook all the housekeeping activities and monitor housekeeping staff

### **Qualifications and Skills**

- Basic degree required
- 2+ years' experience working in an office setting with secretarial practice
- Excellent written and verbal communication skills both in English and Kannada. Knowing any other language will be an advantage.
- Ability to multi-task and prioritize work
- Able to complete complex administrative tasks with minimal supervision
- Sound computer knowledge is a must - MS office

<http://www.iiwm.in/careers.html>