

Job Title: Administrative Assistant

Duties and Responsibilities

Administrative Assistants ensure the efficient day-to-day operation of the office, and support the work of management and other staff. Administrative Assistants perform a wide range of duties including some or all of the following:

A) Front Office

- A.1) Answer general phone inquiries in a courteous manner and direct them to appropriate staff members
- A.2) Reply to general information requests with accurate information

B) Administration

- B.1) Use word processing, spreadsheet, and database software to prepare reports and documents
- B.2) Sort incoming courier deliveries for distribution. Send outgoing mail and courier parcels
- B.3) Purchase, receive and store the office supplies ensuring that basic supplies are always available
- B.4) Code and file material according to the established procedures
- B.5) Make travel, meeting and other arrangements for staff and team members
- B.6) Coordinate the maintenance of office equipment
- B.7) Office Infrastructure management including equipment maintenance and repairs etc.

C) Financial Management

- C.1) Use computer software to prepare invoices and financial statements
- C.2) Code and file financial material according to established records management procedures
- C.3) Process accounts payable ensuring timeliness and accuracy of information
- C.4) Process accounts receivable ensuring timeliness, accuracy of codes and appropriate backup
- C.5) Administer petty cash according to established procedures
- C.6) Assist with financial reports as required

Personal Characteristics

- 1) **Build Relationships:** Establish and maintain positive working relationships with others (both internally and externally) to achieve the goals of the organization.
- 2) **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- 3) **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- 4) **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- 5) **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- 6) **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- 7) **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- 8) **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Salary Package Offered: 1.8– 2.5 Lakhs (based on skills and initiation)

Co-working is a steeply growing business; therefore a lot of appreciation can be expected for individuals associated with it.

Experience: 1-3 year experience (in an office setting)

Knowledge, Skills and Abilities

Proficiency in the use of computer programs: Word processing, Database, Spreadsheets, E-mail, Internet

Application Process

Send your CV at info@unboxedcoworking.com with "Application for Administrative Assistant" as the subject line respectively.

For more information, visit-

<http://unboxedcoworking.com/>

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