Position:	Administrative Assistant (Multitask)
Number of Position:	One (1)
Type of Job:	Contractual Fixed Term Employment
Tenure:	Initially one year (01 April – 31 March 2025) (The period can be extended till 31st March 2027 based upon performance evaluation)
Place of Posting:	Gurgaon
Essential Qualification & Experience:	Qualification: Graduation from an UGC recognized university/institution. Experience: Minimum 2-year experience in administrative affairs, out of which 1-year experience of working in reputed non-government organization or government department or projects of international development organization viz. UNICEF, WHO, Global Fund, UNAID, USAID.
Desirable:	MBA (Human Resource)
Age Limit:	Maximum 45-year age
Remuneration/Consultancy Fee Band:	Max. Rs. 30,000 per month (all inclusive) (The remuneration will be commensurate with the qualification and relevant experience.)
Travel:	Official travel on requirement basis only. While travelling, the employee will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.
Last date to apply:	30 April 2024

About Organization
TCI Foundation is one of the premier non-government ISO 9001:2015 organizations in India. It is an autonomous organization having its presence across the nation. The Foundation works within the ambit of government rules and regulations, and in compliance with the laws of the land. TCI Foundation primarily provides supplementary support as a partner to governments in public health programmes and projects. TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.

Position Roles & Responsibilities
1) Manage staff and consultants' attendance and leaves. 2) Maintaining meeting schedules, and appointments of Director General. 3) Drafting letters, notes, agenda, minutes of meetings, taking dictations, etc. 4) Manage office supplies (stationery and other office requirements). 5) Processing office supply purchase and work orders, organizing invoices of office supplies. 6) Ensuring all office furniture, fixtures and equipment are in operational mode. 7) Maintaining electronic and paper records ensuring information is organized and easily accessed. 8) Handling and prioritizing all incoming and outgoing correspondence (e-mails, letters, packages, etc.) and sorting in respective folders. 9) Assisting in preparing presentations or reports as required.

10) Assisting recruitments in the organization.
11) Coordinate with staff in resolving their HR issues and concerns on time bound basis.
12) Reporting to Manager (HR) for day to day assignments.
13) Willing to work additional hours as & when required by the organization.
14) Undertake any other assignments, which may be given from time to time by the organization.

Remember:

1) Check your eligibility before applying.
2) Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.
3) Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
4) No TA/DA will be paid to attend the interview in person.
5) The advertised position can be cancelled/varied as per the discretion of the employer.

Interview Criteria

1) Initially shortlisted candidates will be interviewed in virtual mode.
2) Shortlisted candidates from virtual mode interview will be invited for in-person interview at Gurgaon.
3) The candidates invited for in-person interview may subject to written test or presentation to understand their ability to work with the organization.
4) Final selection will be made from the candidates invited for in-person interview at Gurgaon.

Link to apply for the position

Application link