



WALK IN INTERVIEW

Name of the Post : Admin Assistant, Saksham
Location : Mumbai
Duration : till 31st March 2024.
Remuneration CTC : Up to Rs. 17,000/- per month.
Date of Interview : 9th November, 2022
Timing : 02:00 PM.

Terms of Reference for the position of Admin Assistant, Saksham

- Cleaning and dusting of Office premises, pantry on daily basis.
- Bank related work like depositing cheques, DD, withdrawals etc.
- Xeroxing, filing, making couriers and speed posts, post office visit, fax.
- Arrangement for training, workshops & any other events like filing water bottles, proper cleaning & dusting, food arrangements, checking all resources.
- Coordinate with finance team for voucher filing, binding etc.
- Coordinate with the Admin team for courier, maintain inward/outward register and other related work.
- Keep track records of library books and maintain register.
- You will be responsible for any work assigned for overall Saksham project.
- Any other outside work as & when required by any admin & finance staff.
- Working days will be from Monday to Friday and office timing will be 9:00 AM to 6:00 PM.
- You may require to work beyond the regular working hours and on Saturday & Sunday/Closed holidays. No overtime/Compensatory off will be provided.
- All Statutory deductions will be done out of CTC.

Qualifications: 8th Standard Pass or Above

Experience: 2-3 years of working experience as Admin Assistant.

Essential skills:

- Should be Self-driven, positive-minded & highly energetic
- Excellent written & verbal communication skills.
- Exposure in administration as well as account function will be an added advantage
- Should be a self-starter and responsible person with good organizational and co-ordination skills
- Knowledge of MS Office: Word, Excel, Power point, Tally.

Only Mumbai based candidates can appear for the Interview.

WALK IN INTERVIEW DETAILS

Venue : TATA INSTITUTE OF SOCIAL SCIENCES

Saksham Department, Below Old Conference Hall, TISS

Main Campus, Opp. Deonar Bus Depot,

Sion Trombay Road, Deonar Mumbai-88

Contact No. 022-25525491.

Documents required at the time of Interview.

1. Resume
2. Photocopy of academic record, experience certificate etc.

Kindly note that you are requested to make your travel arrangements and TISS will not provide any accommodation for this job.



Finance and Admin Manager
Saksham, TISS.