



## **WALK IN INTERVIEW**

Name of the Post : **Secretary to Programme Director, & Admin Assistant, Saksham**  
Location : **Mumbai**  
Duration : **December 2020.**  
Remuneration CTC : **Up to Rs. 35,000/- per month.**  
Date of Interview: : **Tuesday, 17<sup>th</sup> March, 2020.**  
Reporting Time : **10.00 am.**

### **Terms of Reference for the position of Secretary to Programme Director, & Admin cum Accounts Assistant, Saksham**

- Organizing meetings and maintaining minutes.
- Maintenance of files and records related to Fixed Asset, Stationery Register etc.
- Assist the other team members in work and coordination as required for smooth functioning of the programme.
- Liaison with external partners and schedule appointments.
- Assisting Finance and Admin team with compiling reports, ticket bookings, stationery requests, courier bookings, documentation etc.
- Handling all secretarial duties of Programme Director's office.
- Checking of Bills or Supporting Vouchers in support of expenses incurred for the project by staff and trainees.
- Process payment of trainees' expenditure
- Prepare Bank Reconciliation Statement on monthly basis
- Process the vendors' payment after all accuracy checks & verification
- Prepare Comparative Statement, Check & finalize before issuing Purchase Order.
- Assist the Sr. Accounts and Admin Officer in any other tasks as given by from time to time.
- Visit bank for office work
- Any other work as assigned by Supervisor(s).

**Qualifications:** Graduate/Post graduate in Commerce.

**Experience:** 2-3 years of working experience as Accounts and 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 Training Hall, Below Old Conference Hall,

TISS Main Campus, Opp. Deonar Bus Depot,

Sion Trombay Road, Deonar Mumbai-88

Contact No. 022-25525492.

**Documents required at the time of Interview.**

1. Resume
2. Photocopy of academic record (Graduation onwards), 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.