



CHARLES CORREA FOUNDATION
EDUCATION AND RESEARCH IN HUMAN SETTLEMENTS

April 28, 2020

Job Posting: Administrative Assistant

Full / Part-time position

Reports to: Director and Convenor

Location: Fontainhas, Panaji

Overview: Provide secretarial and administrative office support to CCF staff, particularly for the Director and Convenor.

Essential Duties:

- Represent The Charles Correa Foundation in face-to-face, phone and email interactions with all organizational partners, students, staff, vendors, and board members.
- Organize and coordinate office operations and procedures in order to ensure organizational effectiveness and efficiency.
- Coordinate inventory and sales of publications.
- Manage internal and personal calendars. Book travel arrangements and accommodations for staff and volunteers.
- Manage the collection and tracking of staff and volunteer receipts as well as monthly reporting of all expenses. Including bookkeeping in Tally and coordination with the chartered accountant.
- Prepare staff meetings and agendas and participate on conference calls by recording and distributing meeting minutes and action steps to assigned staff.
- Manage mailing lists, event RSVP's and logistics.
- Perform all additional duties as and when required.

Qualifications:

- Undergraduate college degree (B.Comm. in business administration preferred).
- Minimum 2-3 years' experience in administrative and support staff activities.

Required Skills/Experience:

- Strong written and verbal communication and grammatical skills.
- Ability to manage multiple tasks/projects and deadlines simultaneously.
- Experience working with confidential information.
- Ability to identify and resolve exceptions and to interpret data.
- Proficient computer skills, especially Microsoft Office and Tally applications.

Financial Duties:

- Expense reports
- Processing payments
- Billing
- Purchasing
- Manage accounts, bookkeeping and coordinate with the chartered accountant for audits, etc.