

Hiring for Ofis India

10 A, Bhau Saheb Survey Nagar,
Nagpur 440022
hello@ofisindia.com

For the Role of Administrator

Position Overview:

The Administrative Assistant plays a crucial role in ensuring the smooth operation of an organization by providing comprehensive administrative support. This position requires exceptional organizational skills, attention to detail, and the ability to handle multiple tasks efficiently. The Administrative Assistant is responsible for assisting with various administrative tasks and collaborating with different teams to maintain a productive and well-organized work environment.

Key Responsibilities:

- **Administrative Support:** Provide day-to-day administrative assistance to ensure the efficient functioning of the office. This includes managing phone calls, emails, and correspondence, scheduling appointments, arranging meetings, and coordinating travel arrangements.
- **Document Management:** Create, edit, and format documents, reports, and presentations. Maintain accurate records, files, and databases, ensuring they are up to date and easily accessible.
- **Communication:** Act as a primary point of contact for internal and external stakeholders. Relay messages, answer inquiries, and provide information accurately and professionally. Assist with drafting and proofreading correspondence.
- **Calendar Management:** Manage and maintain calendars for executives or teams, scheduling meetings, appointments, and conferences, and sending reminders as needed.
- **Event Coordination:** Assist in planning and organizing company events, meetings, conferences, and workshops. Coordinate logistics, such as venue booking, catering, equipment setup, and attendee registration.
- **Data Entry and Reporting:** Accurately enter data into relevant systems or databases and generate reports as required. Conduct basic analysis and present information in a clear and concise manner.
- **Office Management:** Maintain office supplies inventory, anticipate needed supplies, and place orders when necessary. Oversee the general tidiness and functionality of the office space.

Must-Haves:

- **Excellent Organizational Skills:** Ability to manage multiple tasks, prioritize workload, and meet deadlines effectively.

- **Strong Communication Skills:** Exceptional verbal and written communication skills to interact with colleagues, clients, and external parties professionally.
- **Attention to Detail:** Keen eye for detail, ensuring accuracy and completeness in all administrative tasks.
- **Proficiency in Office Software:** Proficient in using office productivity software such as Microsoft Office (Word, Excel, PowerPoint, Outlook) or equivalent tools.
- **Time Management:** Demonstrated ability to work efficiently, be proactive, and handle tasks independently while maintaining high-quality output.
- **Confidentiality:** Maintain strict confidentiality and handle sensitive information with discretion and integrity.
- **Adaptability:** Willingness to adapt to changing priorities, handle unexpected situations, and work effectively in a fast-paced environment.

Good To Have:

- BBA or MBA graduates
- Prior Experience

Pay Scale: 6,000 to 10,000 /- per month

Interested candidates should mail their CV at hello@ofisindia.com