

Opening for: Office Assistant/ Computer Typist
Seniority level: Entry level
Employment type: Full-time
Job function: Administrative
Industries: Legal NGO

REQUIREMENT:

Advocates for Public Justice Foundation, a legal NGO, is looking for a smart, reliable and friendly Office Assistant/ Computer Typist to be an integral part of our overall team and to provide adequate support to our professional staff. This individual is expected to be trustworthy, have a positive attitude and pay attention to detail.

RESPONSIBILITIES:

Computer typing: Performs a wide variety of word processing and computer typing assignments including documents for our website and for filing in court; requires operating a personal computer utilizing MS Office, or other systems to enter and maintain information. Preparation of reports, spreadsheets etc. Type 35 wpm or more.

Office management: Maintain filing and storage systems in the office, maintain office supply inventory, light accounting duties, organize coffee, catering and other refreshments as needed, answer phone calls, ensure overall cleanliness. Coordinate maintenance and building issues to handle repairing and replacing of office facilities.

QUALIFICATIONS:

Experience: 6 months and above with dependable work history. Freshers with good typing speed and knowledge of MS office can also be considered.

Proofreading skills: ability to verify and compare written information; knowledge of grammar, including spelling, use of words and syntax;

Computer skills: Microsoft office suite applications, including MS Word. Preferable: Excel and PowerPoint. Online website data support experience preferred.

Communication skills: Good verbal, written and interpersonal skills.

Personality / Behaviour: Time management & organizational skills, flexibility and adaptability to changing priorities and assignments; ability to multi-task. Remain engaged, proactive and positive even in tough circumstances.

Education: Any graduate or high school (12th grade) passed individual. He / she should ideally be Internet Savvy.

Interested applicants should e-mail disability.law.india@gmail.com with a cover letter and resume.
No phone calls please.