

TERMS OF ENGAGEMENT

Post : Multi-Tasking Assistant cum Computer operator(MTA)

Location: Imphal

Age: 45 yrs

Salary: Rs 15000/-

Qualification, Experience and duties:

- University degree in any discipline or equivalent from a recognized University with diploma in computer application.
- Minimum of 2 to 3 years' experience in Secretarial Assistance/ data entry or related work
- Willing to work long hours (including holidays whenever necessary);
- Excellent written and oral English language skills;
- Experience in handling Office Automation equipment;
- Proficiency in the use of word processing software (inclusive of Microsoft Office Package), any of the Designing Software (such as Corel draw/PageMaker/Photoshop etc) and use of email is a must.

Duties and Responsibilities:

Under the direct control of Controlling Officer/Reporting Officer and overall supervision of the Project Director, MTA will be responsible for daily overall maintenance of the project office, and support and assist the Reporting Officer(s) concerned with whom Secretarial Assistant is assigned to:

The Secretarial Assistant will specifically perform the following: -

- Setting up and maintaining Office files and records
- Ensuring accuracy and attention to detail of office management/file movement/information management.
- Taking dictations and ensuring accurate transcription in terms of word processing and maintain confidentiality;
- Update and maintain Project contact database and other information database regularly.
- Updating the M&E MIS
- Dealing with enquiries to Project;
- Assisting with arrangement of meetings as required;
- Assisting with making travel arrangement accommodation & transport arrangement as required.
- Attending telephone calls and visitors;
- Assisting procurement and managing office supplies, procuring equipment and arrange for maintenance of the same.
- Handling mails both inwards and dispatch and ensuring records;
- Handle and maintain Office Automation equipment
- Undertaking any other clerical/secretarial duties as required by the office.
- Such other duties, commensurate with the grading of the post that may be assigned by the PD or his/her nominee.