

Designation: Office Secretary

Roles and Responsibilities:

1) Calendar and Meeting coordination:

- a) Manage the Chairman's calendar, schedule meetings and appointments.
- b) Prepare and coordinate materials (agendas / presentations / reports) for meetings.

2) Travel Coordination:

- a) Correspondence with the host organization to obtain information about the program, agenda and expectation from the Chairman with the arrangements for travel, lodging and boarding of an event/ conference / meeting for which the Chairman is invited.
- b) Ensure all arrangements are in place for the travel of the Chairman.
- c) Booking train/ flight tickets as and when required for the Chairman.
- d) Follow up with the host organization for travel reimbursements.
- e) Submission of bills and vouchers to the accounts team.

3) Communication and Liaison:

- a) Taking print outs of emails and its submission to the Chairman for his review.
- b) Correspondence to emails as per the Chairman's instructions.
- c) Act as first point of contact between the Chairman and the guest/ employee/ other stakeholders.
- d) Proactively follow up with the teams to obtain various information or documents required for the Chairman and its submission.

4) Administrative support:

- a) File management and retrieving various files as and when required.
- b) Prepare necessary documents for the Chairman's travel and meetings.
- c) Manage all publications of SEARCH and sharing it with appropriate stakeholders as per the instruction of Chairman.
- d) Assist the Chairman to prepare presentations for his talks on various events.
- e) Maintain the folders of all employees of SEARCH.
- f) Maintain softcopies of all files in the system.

Candidate Profile:

- 1) Any degree with at least 10 years of work experience.
- 2) Candidates with experience as personal assistant /office secretary will be given preference.
- 3) Good command over written English and Marathi.
- 4) Good command over MS Office.
- 5) Basic Computer skills

Benefit Package:

- 1) In hand Salary: Rs. 35,000/-
- 2) Annual increment: Assured as per the policy of SEARCH.
- 3) Accommodation: Will be provided in the campus as per need (single or family).
- 4) Other Benefits: Provident Fund, Medical Insurance and Gratuity will be applicable as per the policy of SEARCH.
- 5) Health Care: Primary health care free in the Hospital of SEARCH.
- 6) Education of Children: Free pick and drop back facility for children in school at the Gadchiroli Town (with CBSE School till 12th standard)
- 7) Scholarship to children of the Staff for higher education as per policy of SEARCH.
- 8) Spouse: SEARCH considers the position of the Spouse of the candidate empathetically, and though not assured, strive to explore appropriate job for the spouse based on need and competencies of the candidate.
- 9) Leaves: 16 days Summer vacation + 7 days Diwali vacation + 10 Casual Leaves + 12 National Holidays.

Note: Probation period at SEARCH is 1 year.

Send applications to: hr@searchforhealth.ngo

- Mark 'for position of Office Secretary in subject line of email.
- Visit us on the website at <http://searchforhealth.ngo>