



Job Description – Administrative Assistant

Yuva Rural Association (YRA) is registered organization under M.P. Society Registration Act 1973 from Bhopal, Madhya Pradesh. YRA has turned 16 years old now and continues to work hard for the development of the rural & tribal poor. The focus is to empower the deprived sections of rural and tribal society through interventions in the areas of livelihoods, gender, natural resource management (Environment) and advocacy to achieve its goals for the betterment of the constituencies. YRA's current direct interventions are in more than 525 villages from around 18 blocks of 8 districts in Vidarbha region and Parbhani district from Marathwada region of Maharashtra. All these interventions were to address various development issues of the constituency groups- small and marginal farmers, women, youth, tribal and children.

Yuva Rural Association is looking for a candidate who can work at our Nagpur office with flexible working hours. She/he will closely work with Human Resources & Administrative Officer.

Daily Tasks

- To start the server daily in the morning and shutting it down at closing of office hours
- To arrange daily news papers and arrange them properly and keeping daily record.
- Maintain all office documents, registers, files as per instructions of Administrative Officer and respective Program staff.
- To maintain all furniture and fixture including machines and equipment update as per instructions of Administrative Officer or any senior staff of the organization
- To provide all administrative services to senior staff of the organization.
- To pay all regular payments related to telephones, electricity, rents, mobiles, new papers etc. and keep all record update about monthly/ quarterly/ six monthly/ annual payments.
- To take care of entire office premises and all belongings of the organizations as the office keys will be with you.



- To maintain record of printing, postage, and courier, travel reimbursements, Xeroxing, travel bookings etc. on regular basis and get checked by Administrative Officer on daily basis.
- To make arrangements for special events and meetings as per requirements from the program team.
- Maintain inwards and out word carefully and strictly that would be checked by Admin Officer on daily basis.
- To provide support to all staff by way of Xeroxing, courier and postage, billing, collecting parcel and keeping record and other official work on daily basis.
- To assisting office Secretary and/or Administrative Officer in day to day activities.
- Cutting news as per the instruction by the staff
- Physical arrangement for the meeting or special event.
- Issue Book from Library, collect it back and keep record
- Maintenance of Notice Board.
- Distribution of day to day formats and keep record like travel sheet, Xerox slip etc.
- Open and Close the office premises.
- To help Administrative Officer in maintaining all assets registers, stationary registers, dead stock registers and all administrative records, documents, filing and keeping work place clean and neat.
- Any other task given by all senior staff and Director General for the betterment of the organization.

Interested candidates can send their CV on info@yraindia.org by 15 of November 2018.

