

## **TOR - Support Staff**

### **1. Post : Executive Assistant**

Reporting: To the Administrative cum Liaison Officer

Location: Patna (Bihar)

Number of Position – 2

Administrative Assistant will be to do all type of administrative / establishment related job of the office and will report to the Administrative cum Liaison Officer.

### **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the Personal Assistant include, but are not restricted to:

- Establish documentation and correspondence system
- Maintaining all records and documents,
- Devising and maintaining office systems, including data management, filing, etc.;
- Other related works as assigned by the supervisor.

### **REQUIRED SKILLS AND EXPERIENCE**

- S/he should be a graduate with minimum 5 years of experience as Administrative or office Assistant. Candidates who have worked with govt. set up would be preferred.

In addition s/he should possess/have:

- Dynamic, energetic and creative, flexible to adapt to changing situations and circumstances
- Good MS computing skills: Word, Excel, PowerPoint
- Good short hand speed will be an added advantage. Candidates having shorthand skill will be given preference
- Self-starter who is able to work with minimal supervision to complete tasks, proactive and accurate
- Good interpersonal and communicating skills
- Good organizational and administrative skills

## **2. Post : Data Entry Operator**

Reporting: To the Administrative cum Liaison Officer

Location: Patna (Bihar)

Number of Position – 2

### **DUTIES AND RESPONSIBILITIES**

- Responsible for editing, processing (data entry) and distribution of raw source documents.
- Complete the assigned tasks of storing information in fixed time duration.
- Devising and maintaining office systems, including data management, filing, etc.;
- Other related works

### **REQUIRED SKILLS AND EXPERIENCE**

S/he should be a graduate with knowledge of MS office. Minimum 5 years of related work experience is essentially required.

Those having experience working in Government department will be preferred.

## **3. Post : Accountant**

Reporting: To the Administrative cum Liaison Officer

Location: Patna (Bihar)

Number of Position – 1

The accountant will be responsible for the functioning of accounts section and will be accountable to the Administrative cum Liaison Officer.

### **DUTIES AND RESPONSIBILITIES**

- Supervision of the work of each staff of accounts section.
- She/he should be well conversant with the rules/regulations of the office specially relating to receipt and payments of all nature and conversant with Government rules which are being followed by the office.
- Scrutinize all payments as per the rules and forward the same for final payment.
- Ensure timely action of all matters relating to A/c

- Attend the Audit as and when required.
- Assist in finalizing the accounts of the office with the section head.
- Any other work that may be allotted to him from time to time.

**REQUIRED SKILLS AND EXPERIENCE**

S/He should be Commerce graduate with minimum 5 years experience in Accounts, Finance, Costing, Budgeting.

In addition s/he should have proficiency in use of MS office package and accounting software (Tally, etc.).