

## **TERMS OF REFERENCE FOR THE POST OF ADMIN OFFICER UNDER ATAL AMRIT ABHIYAAN SOCIETY**

**Position: ADMIN OFFICER**

**Qualification:** Graduate in any discipline with minimum 50% marks. Should have computer proficiency in MS Office-Word/Power Point and Advanced Excel Skills

**Experience:** Minimum 5 years in related field. Excellent verbal & written communication skills

**Place of Duty:** The normal place of work will be the office of the State Health Agency (SHA), PMJAY, Assam

He/She shall work under the overall guidance and supervision of the Lead Operations Manager, SHA, PMJAY and will be directly responsible for the following tasks:

### **Key Responsibilities:**

- 1) Acting as a first point of contact-dealing with correspondence and phone calls
- 2) Managing and organizing meetings, events, conferences and workshops. Preparing and circulation of MoMs.
- 3) Booking and arranging travel, transport and accommodation for the employees of the Society and other Guests and Dignitaries
- 4) Typing, compiling, preparing reports and presentations
- 5) Creating new files and keeping a track of file movement. Managing data base and filing systems.
- 6) Responsible for office housekeeping and security.
- 7) Responsible for Office Administration works including purchase of items for the Office
- 8) Ensuring timely issue of Purchase Order/Work Order for office stationery, office hygiene, etc.
- 9) Any other work allotted by the CEO, SHA

**Compensation:** The compensation for the post will be as per Society norms