

17-03-2025



Administrative Assistant

Are you passionate about making a difference while gaining valuable experience? We are seeking a motivated individual to join our team. This is an excellent opportunity to contribute to meaningful projects.

Please read the Job responsibilities and requirements carefully before applying for the job

(Job Id: AA14325)

Key Responsibilities:

- Assist with documentation tasks, ensuring accuracy and organisation.
- Work proficiently with Microsoft Excel and Microsoft Word.
- Maintain punctuality and dedication in all assigned tasks.
- Manage workflow by assigning tasks in ERP systems.
- Implement and monitor programmes/projects.
- Assume responsibility for office functioning.

Requirements:

- Completed Bachelor's Degree.
- Proficient skills in Microsoft Excel, Word, and PowerPoint.
- Ability to work with ERP, CRM systems and accountancy software.
- Proficiency in both written and spoken English and Telugu is essential.
- Excellent written and verbal communication skills.
- At least one to two years of experience in management, administration, or a similar role.

Job Type: Full-Time (Work from office 10 -5 Pm)

If you're ready to contribute to impactful work and develop your skills, apply now to join the Satoru Foundation team!



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