

## Administrative Assistant

**Job Location:** Vidyanjali Academy for Learning

Cholanayakanahalli, R. T. Nagar,

Bengaluru – 560 032

**Job Type:** Full-Time

### Job Summary:

The Administrative Assistant will provide support to managers and employees by assisting with daily office needs and managing the institution's general administrative activities. The ideal candidate should be highly organized, capable of multitasking, and efficient in handling administrative tasks.

### Key Responsibilities:

- Answer and direct phone calls; manage email correspondences.
- Organize and schedule appointments and meetings.
- Maintain contact lists and filing systems.
- Support in the preparation of regularly scheduled reports.
- Develop and maintain a filing system; update and maintain office policies and procedures.
- Order office supplies and research new deals and suppliers.
- Book travel arrangements.
- Submit and reconcile expense reports.
- Provide general support to visitors.
- Act as the point of contact for internal and external clients.

### **Educational Qualifications:**

- A bachelor's degree in business, administration, or a related field is preferred.

### **Required Skills and Qualifications:**

- Proven experience as an Administrative Assistant, Virtual Assistant, or Office Admin Assistant.
- Knowledge of office management systems and procedures.
- Working knowledge of office equipment, like printers and Xerox machines.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular).
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organisational skills with the ability to multi-task.

### **Additional Requirements:**

- May require availability outside of traditional office hours, depending on the organization's needs.

### **Salary:**

- Competitive salary based on experience and qualifications.

### **Application Process:**

Interested candidates should submit a resume, a cover letter detailing their interest and qualifications for the position, and any relevant certifications or references.