

# Administrative Assistant

## About Pratham

Pratham was founded in 1995, to provide pre-school education to children in Mumbai slums. Over the last 20 years Pratham has grown to be India's largest NGO working to provide quality education to underprivileged youth and children in over 21 states and union territories across the country, with a range of interventions. Pratham is also supporting many education programs in other countries, mainly in Africa.

Pratham is a widely recognized organization, having received notable awards such as the WISE Prize for Innovation, Skoll Award for Social Entrepreneurship, the Henry R Kravis Prize in Leadership and the CNN-IBN Indian of the Year for Public Service. For more details, refer to [www.pratham.org](http://www.pratham.org).

## Job Description

The position of Administrative Associate at Pratham offers enthusiastic and motivated people the opportunity to manage administrative work in a fast-paced environment. This person is a crucial part of the organization, supporting different teams in day to day activities. He/she will directly assist the head of Program Management Unit for coordinating various tasks.

## Responsibilities

- To assist the Pratham teams in day to day activities and manage other general office duties
- To coordinate meetings in office or elsewhere, including booking rooms, setting up teleconferences, arranging necessary materials etc.
- To organize office supplies, promotional material, business cards and a range of items relating to office management duties
- To respond to general inquiries and forward inquiries to various departments as appropriate
- To coordinate national and international travel arrangements like flight and hotel bookings, visa applications etc.
- To manage administrative budgets and other bank-related tasks
- Other duties as assigned

## Desired Qualifications and Skills

- 1-3 years prior work experience in a similar role in private sector firms, NGOs or foundations
- Ability to work in a fast-paced environment
- Good written and oral communication skills in English
- Ability to communicate in Hindi
- Decent knowledge of budgets and comfort with numbers
- Ability to organize and manage multiple tasks efficiently
- Self-motivation, pro-activeness and "getting-things-done" attitude
- Strong work ethic and attention to detail
- Willingness to travel within Delhi

## Recruitment Criteria

- Send your resume to [prmrecruitment@pratham.org](mailto:prmrecruitment@pratham.org) with subject of the email as "Application for Administrative Assistant"
- Shortlisted candidates will be called for a personal interview at the Pratham's office