

## **SENIOR ADMINISTRATIVE ASSISTANT**

**No. of Post : :** One (Unreserved)

**Scale of Pay :** Level 6 of Pay Matrix (Rs.35400-112400)

**Age limit :** 30 years (Relaxation as per Govt. rules)  
: 35 years for persons from Central Government, State Government & Autonomous Bodies.

**Qualification & Experience :** A bachelor's degree from a recognized university with at least second class along with five years experience in the field of Purchase & Stores /Accounts/Establishment in a Univ./Govt./Autonomous Body/reputed Pvt. Firm.

**Desirable:** Preference will be given to the candidates who have higher qualification & working knowledge etc.

**Essential :** Working knowledge on computer (MS Office) operation.

### **Roles and Responsibilities:**

Office Management: Managing the day-to-day operations of the office. This includes maintaining office supplies, equipment, and ensuring a well-organized workspace. Handling incoming and outgoing emails, and other forms of communication. Drafting, and formatting official documents, letters, and reports. Maintaining and organizing records, files, and documents related to the department's activities. This includes maintaining both physical and digital records. Data Entry and Management: Accurately entering and managing data in databases, spreadsheets, Tally and other software tools used by the government department. Assisting in the planning and execution of events, seminars, workshops, and official functions organized by the department. Making travel arrangements for government officials, including booking flights, accommodations, and transportation. Preparing agendas, materials, and minutes for meetings, and ensuring that follow-up actions are documented and implemented. Proficiency in office software such as Microsoft Office (Word, Excel, PowerPoint) and familiarity with relevant government software and systems. Excellent written and verbal communication skills are essential for drafting official documents and communicating. Strong organizational skills are crucial for managing multiple tasks, appointments, and documents efficiently. Senior Administrative Assistants often handle sensitive and confidential information, requiring a high level of discretion and confidentiality. The ability to solve problems independently and make decisions in the absence of superiors is valuable. Government work can be dynamic, and person should be adaptable and capable of handling changing priorities. Knowledge of Government Procedures & rules, familiarity with government procedures, protocols, and policies is beneficial.