

**Advertisement for the Position of Administrative Assistant / Receptionist at Centers of Excellence**

About the Company	AMHSSC has been launched jointly by the Ministry of Textiles (MoT), National Skill Development Corporation (NSDC) and the Apparel Export Promotion Council (AEPCC) with primary mandate of enhancing and to build a capacity in skill development. One of the salient features of the AMHSSC is designing of training programmes, based on industry demands of different segments and to ensure that all successful trainees are certified through accredited agency.
Job Title	<b><u>Administrative Assistant / Receptionist</u></b>
No. of Positions	1 (one) each for Delhi and Tirupur Centers of Excellence
Term	2 years on Contract
Reporting Relationship	Center Head or as advised
CTC	Rs. 15000 per month
Qualification & Experience	Graduate with 3-5 years of relevant experience
Duties	<p><b><u>Building</u></b></p> <ol style="list-style-type: none"> <li>1. Open the offices in the morning and lock the front door in the evening.</li> <li>2. Ensure that the front and rear entrances of the building are clean.</li> <li>3. Switch on all lights and check cleanliness of the interior, making a record of any poor levels of cleanliness or any maintenance issues and take necessary steps/action to remedy.</li> <li>4. Ensure that the kitchens are well stocked with milk, sugar, tea and coffee.</li> <li>5. Ensure all toilets are well stocked with toilet paper, hand towels, linen roller towels and hand soap.</li> </ol> <p><b><u>Telephone System</u></b></p> <ol style="list-style-type: none"> <li>1. Operate Alert's switchboard from 8.30am – 5pm; receiving and transferring telephone calls, announcing callers, taking brief messages and passing these on via the email system or connecting callers to staff members personal direct line voicemail.</li> <li>2. Ensure all voicemail messages to main office number are taken and directed to staff members. Maintain and ensure that the answer message is appropriate.</li> <li>3. Report telephone equipment and line faults to the Center Head.</li> <li>4. Train all new staff in the operation of the telephone system, as part of the New Staff Induction process and take a pro-active approach to ensuring existing staff are properly trained on making full use of the system.</li> <li>5. Review and update on a regular basis the staff contact and telephone extension lists.</li> </ol> <p><b><u>Reception</u></b></p> <ol style="list-style-type: none"> <li>1. Greet and welcome visitors to the Offices between 8.30am and 5pm, ensuring they sign in the visitor's book and informing the relevant member of staff of their arrival.</li> <li>2. Monitor and ensure that the reception area is kept tidy and projects a business-like image.</li> <li>3. Keep a record of staff and visitors signing in and out of the building.</li> <li>4. In the event of a fire and/or any other emergency requiring staff to leave</li> </ol>

	<p>the building, to be responsible for ensuring that the visitors book and staff movement sheets are removed from Reception and taken to the outside meeting point.</p> <p>5. Check and sign for deliveries, before informing the relevant member of staff of their arrival. Deliveries by post or courier. Follow procedures and ensure security of valuables.</p> <p><b><u>Post</u></b></p> <p>1. Process and deliver internal and external mail daily. Check that costs are charged to the appropriate Programme.</p> <p><b><u>Couriers/Taxis</u></b></p> <p>1. On receipt of the appropriate request form, book couriers and taxis on behalf of members of staff.</p> <p>2. Process invoices and draw up paperwork to ensure costs are allocated to the relevant departments.</p> <p><b><u>Staff</u></b></p> <p>1. Collate and update staff lists and contact details regularly.</p> <p><b><u>Office Services</u></b></p> <p>1. Provide office supplies (Stationery &amp; kitchen supplies) for staff and maintain adequate stocks; task includes ordering new supplies, identifying new suppliers and obtaining the best price.</p> <p>2. Provide administrative and general support to the Center Head in ensuring compliance with Health &amp; Safety Regulations.</p> <p>3. Induct new staff and volunteers in office procedures, Fire Safety and Health &amp; Safety.</p> <p>4. Process invoices for the team including validating and obtaining authorisation for payment.</p>
Documents Required	<ul style="list-style-type: none"> <li>• Curriculum Vitae</li> </ul>
Mode of application	Access the link on Naukri.com and apply
<b>Last Date of Application</b>	<ul style="list-style-type: none"> <li>• Last date of application is on or before 27.01.2019</li> </ul>
<b>General Information</b>	<ul style="list-style-type: none"> <li>• Short listed candidates will be invited to attend interviews at Delhi / Tirurpur.</li> <li>• Outstation candidates will be paid to-and-fro AC- II tier rail fare, on production of tickets.</li> <li>• AMH SSC reserves the right to fill or not to fill the position advertised</li> <li>• AMH SSC reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience</li> <li>• The selected candidate shall be subjected to other rules and regulations as applicable to AMH SSC</li> </ul>