

TERMS OF REFERENCES / JOB DESCRIPTION FOR OFFICE ASSISTANT CUM DATA ENTRY OPERATOR

- Job Title:** Office Assistant cum Data Entry Operator
- Location:** Dehradun, Uttarakhand with travel to project cities and other places as per the project requirements
- Contract term:** One year with possibility for extension
- Start date:** Immediately
- Responsible to:** Managing Director, Uttarakhand Metro Rail Corporation (UkMRC), Uttarakhand Dehradun / or any other officer authorized by them.
- Responsible for:** Provide administrative and clerical support

Overall Purpose of the Job

To provide administrative and clerical support to the office team, for the smooth and efficient running of the UkMRC

Background: UkMRC has been setup by Government of Uttarakhand as a special Purpose Vehicle for implementation and operation of Rail Based Mass Rapid Transit System (Metro) in selected cities of Uttarakhand.

Personal specifications

1. Graduate with Computer skills - typing, use of computer, fax machine, photocopier.
2. Experience in computer and Office related works for a minimum period of two year.
3. Languages-fluent good working knowledge of written and spoken English and Hindi.
4. Email and Internet skills.
5. Excel or other spreadsheet skills.

Main Job Responsibilities

1. Reception duties meeting visitors, answering the telephone
2. Drafting and typing letters and other office documents
3. Data entry of the progress and other data-sheets as prescribed
4. Photocopy and fax documents as required.
5. Assist in the preparations of minutes for events such as workshop, conferences, meeting etc.
6. Other duties as required and instructed by the reporting officer.