

Position Title: Administrative Assistant to Human Resources

The person in this position oversees many aspects of the department's daily operations and performs administrative functions.

Responsibilities include:

- Carries out a variety of administrative tasks
- Administers some finance and budgetary tasks
- Oversees the departmental documentation, maintaining files and documenting all regulations

Qualifications include:

- Administrative experience and/or skill
- Computer skills: Outlook, Word and Excel
- Able to manage multiple priorities while remaining calm and working steadily to meet deadlines, especially under time constraints
- Able to work independently and on a team
- Able to lead or follow as appropriate for the task at hand
- Able to demonstrate effective verbal skills, both communicating and listening
- Able to hold confidentiality
- Detail oriented

If you are interested in this seva role, please contact the Gurukula office at Gurukula@syda.org for a more complete seva description and an application.