

Position Title: Administrative Assistant and Office Manager - Legal

The person in this position provides administrative support to the Legal Area.

Responsibilities include:

- Coordinates day-to-day tasks and projects for the legal team
- Documents and maintains files for trainings, meetings, and projects
- Assists in maintaining and updating paper and computer file system and legal reference libraries
- Implements efficient office procedures, and maintains the office budget
- Liaises with visiting sevites

Qualifications include:

- Ability to demonstrate a good understanding of Siddha Yoga philosophy and culture
- High level of interpersonal skills to handle sensitive and confidential situations
- Strong organizational, planning, and follow-through skills
- Excellent command of the English language
- Ability to research, analyze, and synthesize information
- At least 2 years' experience in secretarial and administrative procedures, with legal administration experience preferred
- Experience with Word, Excel, Access, and Powerpoint

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.