

Position: Support Executive

Organization: Vidya & Child

Job Location : NOIDA - Sector 49 / Sector 37 / Sector 62 / Sector 128 [rotational movement at different centres]

Job Timings: Full time job – 9:00 AM to 6.00 PM (Monday to Saturday)

About Vidya & Child:

Vidya & Child works in marginalised communities, exploring the unique potential in each child by providing opportunities for value integrated learning and development. The organization's work currently focuses in Noida, India, with funding from international and national corporate, funding organizations and individual donors.

Vidya & Child – A persistent effort

<https://www.youtube.com/watch?v=QbEWO4ciOT4>

Roles & Responsibilities:

Working closely with the management team and required team members of different programmes for following different areas of work

- **Scheduling & Planning**
 - Making weekly /monthly / quarterly schedules and plans and tracking the same
 - Ability to work with multiple people to make weekly / monthly schedules and plans
 - Ability to do rescheduling as required
 - Taking information and providing information at relevant time through phone call / messages / mails
 - Taking simple decisions to ensuring multi-level planning across different programmes and work areas
 - Working on excel and outlook calendar
- **Coordination**
 - Taking and giving information to various team members
 - Coordination with external and internal people for setting up meetings and calendars
 - Follow up with various team members for data / completion of tasks / updating etc.
- **Documentation**
 - Taking notes and making summary / minutes of meeting of various meetings
 - Maintaining trackers – excel and word and updating the same
 - Making templates for various trackers
 - Working on excel files for student and other databases
 - Making reports in word and excel by taking information from different sources
 - Working on existing / new documents and formatting the same
- **Research**
 - Working on internet, chatgpt etc. and researching on identified topics
 - Working on existing / new documents and formatting the same

Essential Values, Behaviors and Skills:

- **Organizing, Planning and coordination skills**
- **Good Communication skills – English and Hindi – Written and Verbal**
- **Strong research skills**
- **Documentation skills – Excel, Word, PowerPoint, Email**
- **Excellent note making and summarizing skills**
- **Multi-tasking ability**

- **Analytical and number crunching ability**
- Integrity
- Maturity
- Ability to work as a individual contributor and also in a team

Qualification & Experience

- Atleast 2 to 3 years of experience in secretarial work / documentation and organizing work
- Bachelors degree in any stream
- Certification/ Degree in office management / project management will be preferable

Remuneration: Negotiable

Interested candidates should apply through:

https://docs.google.com/forms/d/e/1FAIpQLSdC6SzAS5tAJ-BsyZR3Z5aTeAgApGWkTocPEMurp2vxbPAjA/viewform?c=0&w=1&usp=mail_form_link