

WANTED

ADMINISTRATION ASSISTANT

CANDIDATE PROFILE :

- *Good Communication Skills in English
- *Excellent Organization Skills
- *Knowledge of Microsoft Office essential
- *Knowledge of Spoken Tamil essential
- *Knowledge of handling breakdown of Airconditioners / Genset and office equipments essential

*Detailed job description available on our website
<http://madras.afindia.org/working-at-af-2/>*

Full time position. Post to be taken from 30th Nov 2017

**LAST DATE FOR RECEIPT OF APPLICATION
BY EMAIL 17 NOVEMBER 2017, 12 NOON**

Email : admin@af-madras.org



Alliance Française
Madras - India

Alliance Française of Madras
No.24, College Road, Nungambakkam, CHENNAI - 600 006

JOB DESCRIPTION

**Administrative Assistant for the
« ALLIANCE FRANCAISE OF MADRAS »
FULL TIME POSITION: 40 hours per week with flexible timings**

INSTITUTION	ALLIANCE FRANCAISE OF MADRAS 24 COLLEGE ROAD NUNGAMBAKKAM 600-006 CHENNAI
POST	ADMINISTRATIVE ASSISTANT
REPORTING TO	The Administrative Manager of Alliance Française of Madras
MAIN ROLE	To assist the Management with the day to day activities and support functions of Alliance Française of Madras.
	FUNCTIONS AND ACTIVITIES
SPECIFIC FUNCTION 1	<p>Assist with specific tasks related to the Auditorium</p> <ul style="list-style-type: none"> - Be present at AFM related events being held at the auditorium, Atrium or outside venue till the end of the show. - Must be prepared to work for any AFM conducted events on weekends. - Welcome the visitors/gen public for special events properly. - Follow schedules for each performance as briefed by the Cultural coordinator and Administrative manager. <p>Proper understanding of the auditorium principles of management</p> <ul style="list-style-type: none"> - Knowledge of all existing rules, regulations and guidelines; being able to respect them, being able to make users and public respect them. - Be well informed about the Auditorium Management Form and its Technical Rider. <p>Proper implementation of the auditorium principles of management</p> <ul style="list-style-type: none"> - Ensure the auditorium is performance ready before each show by checking the air-conditioning, lighting, audio visual equipment, seating and cleanliness of the venue. - Ensure all fire safety practices are followed strictly. - Ensure all doors are properly secured after the show is over. - All power and equipments to be switched off and safety procedures followed at the end of the show. - Auditorium and venue to be properly checked at the end of the show. All valuables left behind to be collected and reported to security, Cultural coordinator and Admin Manager. - Proper coordination with the security for smooth functioning of events. - Ensure proper attire and name badges are worn during all events organized.
SPECIFIC FUNCTION 2	<p>In the absence of the hierarchy (Director/ Course director / Admin. Mgr), especially during week-end, will act as the duty officer performing the following functions.</p> <ul style="list-style-type: none"> - Monitor and report on all activities in AFM premises - Supervise security and cleaning crew. - Monitor visitors and must politely handle difficult situations inside premises. - Must be able to provide general information to visitors. - Must be able to take quick action in case of emergency threatening security of the premises and/or the public, and inform immediately Director / Course Director /Admin Manager. - Must be able to contact local authorities (police, firemen, ambulance...)

	<ul style="list-style-type: none"> - Must understand the location of fire safety equipments in the premises and safety procedures to follow when the smoke alarm is activated. -
SPECIFIC FUNCTION 3	<p>Assisting the Maintenance Manager with day to day administration works</p> <ul style="list-style-type: none"> - Printing scanning and photocopy of document related to courses and administration functions - Follow up for regular maintenance of printers, scanners and photocopiers along with the related computers - Maintain adequate supply of stationery required by teachers for classroom sessions. - Maintain adequate supply of stationery required by offices for administrative functions. - Ensure proper dispatch of documents via approved postal and courier agency. Upkeep of registers and tracking of all documents dispatched. - Maintain approved vendor and supplier list. Keep track of rates and update accounts and Admin Manager for any rate fluctuations - Visit courier / Post office / banks and perform other tasks as and when required. - Maintain all files and folders with copies of documents and bills. <p>Assist with annual inventory and stock taking process.</p>
SPECIFIC FUNCTION 4	<p>Assisting the Maintenance Manager in maintaining the support function of the premises.</p> <ul style="list-style-type: none"> - Ensure all classrooms are properly functional. - Ensure regular water supply to the building is maintained. - Check all the terraces and water tanks of AFM periodically. - Ensure all complaints received are properly entered in the complaint register and follow up and ensure all such complaints are attended to immediately. - Ensure the proper stock of diesel for the generator is available.
SPECIFIC FUNCTION 5	<p>Participate in the establishment's general maintenance strategy</p> <ul style="list-style-type: none"> - Manage the mailing list of vendors / suppliers / repairmen - Brief vendors and direct them to Admin Manager
PROFESSIONAL SKILLS	<ul style="list-style-type: none"> - Good communication skills. Knowledge of English and Tamil is very essential - Must be willing to respect and follow a weekly time schedule fixed every week - Knowledge of electrical repairs and support function will be useful - Basic computer skills - Knowledge of the use of printers, scanners and photocopiers will be useful - Any previous association with similar work profile and skills will be an added advantage - Must be flexible with duty timings which can be changed on short notice depending on the actual requirement of the auditorium activity
BEHAVIORAL SKILLS	<ul style="list-style-type: none"> - Ability to execute tasks rapidly in strict accordance with instructions - capable of assimilating the AFM culture - good team player - good communication skills - Loyal worker

Submit your application to: director@af-madras.org / admin@af-madras.org