

Job Description

1.Official name of the designation: Office Assistant

2.Educational qualifications required: SSLC OR PUC

3.Prior experience/skillsets required: 1-2yrs

4.Roles and responsibilities:

- Cafeteria maintenance
- Ensure maintenance of all office equipments and furniture
- Ensure smooth functioning of the office at all times.
- Providing refreshments for the guest and managers whenever required
- DG Maintenance, ensure diesel stock is available all the time
- Maintain House Keeping Material stock, indent if anything required
- Plumbing Maintenance, routine check of toilets if any maintenance required.
- Coffee machine maintenance
- Taking stock of Drinking water, indent if required
- Assisting Finance dept , if the have any bank work(cheque deposit or withdrawals)
- Reporting day to activities to Admin Manager.

5.Reporting hierarchy (reporting to): Admin Manager

6.Compensation offered: 1.8 To 2.4 LPA

NOTES: If you have any doubts, please write to careers@focusedumatics.com