

Role Description

Role Title: Admin Support Professionals, Education Management

Location: Various locations in Karnataka

Job Description:

To ensure that program officers are able to spend maximum time in the field by providing back-end support in district and block offices

Qualifications:

Graduation in any stream

Experience (Nature and Duration):

2-3 years in a similar capacity

Specific Job Competencies Required:

- Has the ability to make logistics arrangements for workshops and events
- Has the ability to source materials and services cost-effectively
- Has high energy levels and a good memory to proactively follow up and track participants, internal communications in the department, payments to vendors and service providers
- Is fluent in Kannada and English, including typing
- Has the skills for maintaining basic records for accounts
- Is computer literate – well versed in e-mail, Word, Excel and PowerPoint

Please email your detailed resumes to careers@azimpremjifoundation.org with the role title in the subject line