

Position Title: Administrative/Secretarial Assistant

Administrative assistants can help in various ashram departments.

Responsibilities include:

- Documentation
- Taking meeting notes
- Following up on action points
- Managing office filing system and administrative tasks.
- Assisting supervisor

Qualifications include:

- Fluency in English
- Strong writing and communication skills in English
- Excellent organization and documentation skills
- Good computer skills: familiarity with Word, Excel, Outlook e-mail,
- Experience in office work

If you are interested in this seva position, please contact the Gurukula Applications office for a more detailed seva description and an application form. Please see the contact information below:

For students residing in India:

indianapplications@gspa.org

Phone (02522) 302600 ext 2194

For students residing out of India:

internationalapplications@gspa.org

Phone +91 2522 302600 ext 2195