# Office Assistant - Operations, WRI India

Program: Operations

Location: Bangalore, Karnataka, India

Position Type: Contract

Title: Office Assistant

**Key Responsibilities:**

The candidate will handle a range of program responsibilities. Some of the key responsibilities will include:

* Monitoring and purchasing office supplies (stationary, kitchen supplies, cleaning materials etc)
* Support during meetings/conference by purchasing/serving refreshments including attending visitors
* Travel within the city for office related works
* Handling genset, water supply and any other work related to office routines
* Cleaning and dusting
* Open and close office on a daily basis (Office to be opened by 9 AM)
* Handling incoming board line calls
* Organize and maintain records
* Support in office correspondence including making photocopies/scanning/couriers etc
* Coordinating with vendor for maintenance and repair of office equipment etc.
* Any other task which may require for office related stuffs.

**Required Attributes and Qualifications:**

* Should be able to read/speak basic English (to read receipts while scanning etc), Kannada and Hindi
* Preferably from South Bangalore (Jayanagar, JP Nagar, Basvanagudi etc)

**Salary and Benefits:**

Salary shall be commensurate with experience and skills. WRI offers a generous and comprehensive benefits package

**How to Apply :**

**Only Qualified applicants should apply online at**[www.wri.org/careers](http://www.wri.org/careers). All applications must be submitted online through this career portal in order to be formally considered. Alternatively, you can also apply by sending an email to **Gagan Bajwa** **at**[gbajwa@wri.org](mailto:gbajwa@wri.org). All application emails must have subject  line as **"Application to the post of....*'Name of the Job Posting'....*"**. Please include a CV, cover letter of not more than 400 words, and recent writing samples, if any. Incomplete applications will not be considered. Only select applicants will be contacted for interview purpose.