

Posted: 24 Nov 2022

## Junior Administrative Assistant

### Organization:

FIND, the global alliance for diagnostics seeks to ensure equitable access to reliable diagnosis around the world. We connect countries and communities, funders, decision-makers, healthcare providers, and developers to spur diagnostic innovation and make testing an integral part of sustainable, resilient health systems. We are working to save 1 million lives through accessible, quality diagnosis, and save US\$1 billion in healthcare costs to patients and health systems. We are co-convenor of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar and a World Health Organization Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation

For more information about the organization, please visit <http://www.finddx.org/>

**Headquarters:** Geneva, Switzerland

**Regional hubs:** India, Kenya, South Africa, Viet Nam

**Location:** New Delhi, India

### Job description:

The Junior Administrative Assistant will work very closely with the respective Administrative Assistant, as well as the team and departments to achieve organizational and functional objectives. The profile requires multi-tasking, the ability to understand, implement, track adherence to organizational processes, follow up, attention to detail, and work with timelines.

The primary responsibilities for this position are as follows:

- Support travel coordination for participants attending training, the FIND team, and external consultants/staff
- Conduct admin tasks like expenditure tracking, provisions, cash request, and maintaining various other trackers.
- Reconcile travel-related documents of the staff/consultants with onward submission to the finance department
- Verification of the travel claims, and compiling travel reports related to the project
- Maintain a detailed record for quick and efficient retrieval of travel-related information
- Support data entry and prepare MIS reports of various activities.
- Routine activities are defined by roster and ad hoc activities will be defined as needed during peak workload periods
- Assist in HR-related activities.
- Any additional task as deemed necessary

### Skills and experience required:

- Graduate with 2 years of relevant experience or MBA freshers
- Good coordination skills
- Good oral and written communication skills
- Strong team orientation
- Computer knowledge (Microsoft Office- Excel, Word, and Outlook)
- Energetic, resilient, and passionate
- Professional, mature, and confident.
- Ability and willingness to travel, based on the need of the job

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**Nature of appointment:**

The selected candidate shall be offered a fixed-term employment contract

**Compensation offered:** FIND India offers a competitive salary that shall be commensurate with the skill and experience of the selected candidate.

**Deadline to send your application: 04<sup>th</sup> December 2022**

Please mail a motivation letter, a detailed resume, and three references to [HR-IN@finddx.org](mailto:HR-IN@finddx.org)

Kindly provide the below-required information as well:

1. Current CTC:
2. Expected CTC:
3. Notice period required with the current organization:

*Due to the high applicant volume, you may not receive a response from FIND India. Only short-listed candidates will be contacted. (But don't wait until the deadline! We will start screening right away and if we find the right person, we will stop searching.)*