

JOB PROFILE

Centre for Public Policy Research: CPPR is a Research based organization based in Kochi. CPPR works in areas such as research promotion, knowledge dissemination and capacity building. It has a talent pool from various parts of the country, who are experienced in handling socio-economic research projects. CPPR has always believed in engaging the right individuals for its initiatives and efforts in the area of public policy. We therefore welcome people who have a penchant for public policy and display unique skill sets and managerial capacities to work in CPPR!

Job Title	Administration Assistant
Department	Projects
Location	Kochi
Level	-
Salary	As per Industry standards
Contract	-
Reporting Line	Sr. Project Associate
Scope of Position	Assist in office administration according to different needs and situations

Key responsibilities:

- Responsible to create and maintain up-to-date databases (with coordinates of clients, partners, other stakeholders)
- Assistance in maintaining office library
- Responsible for ticketing and assist in arranging venue and logistics for different events
- Responsible to assist Chairman in the capacity of a personal assistant on a case to case basis.
- Any other office administration work as assigned by Sr. Project Associate

Qualifications and Experience:

- Graduation in any discipline
- Prior experience of working in office administration preferred. Freshers can also apply.
- Fluency in English and in Malayalam.
- Proficiency in Word, Excel, PowerPoint and the Internet.
- Interested in interacting with people and good networking skills
- Good analytical and organization skills
- Must be a proactive problem solver with demonstrated ability to work independently as well as a team environment.
- Organized, able to multi task, high level of attention to detail.