
Administration Assistant (Operations)

CPPR is now hiring to the post of Administration Assistant.

The Centre for Public Policy Research (CPPR) is a non-profit, independent research organization engaging stakeholders of public policy to impact change in urban reform, social development, governance, health, education, and international relations. The Centre for Urban Studies is an autonomous centre of CPPR that focuses on research in the areas of urban housing, urban poverty, urban transport, urban governance, and smart cities.

Department	Research and Projects
Location	Kochi (Kerala, India)
Salary	As per Industry standards depending on qualifications and experience
Scope of Position	Responsibility to manage project operations

QUALIFICATIONS & SKILLS WE NEED

- 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.

KEY RESPONSIBILITIES OF THE JOB

- 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 Director- Operations
- Reviewing and analysing media coverage, public opinion surveys and expert opinions from subject matter experts, government representatives and political consultants

CPPR has a repertoire of Indian and international professionals including researchers, academicians, technocrats, industry leaders and influencers. And we always look for the right people to join our team. If you are interested and are confident that this job is for you, then do send us your resume at career@cppr.in or visit www.cppr.in/careers.

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