

# Administration Assistant

Kalkeri Sangeet Vidyalaya with its 180 students, 40 employees, volunteers from various countries, academic and music departments, kitchen and infirmary, is a complex organization.

Moreover, beyond ensuring the daily operations, KSV has to secure regular funding. In order to complete the administrative tasks, the office is composed by 10 full-time employees, 6 Indian people and 4 foreigners. Internees and volunteers regularly provide support.



Volunteers working in the office spend less time with the children but they will be in contact with them through daily tasks split between all the volunteers (help at meals, tuition classes, English reading classes) and Sunday activities offered to the children.

Ideally, you should bring your own laptop.



## TASKS (depending upon the needs)

- \* Translating documents (French/English/German),
- \* Updating and improving databases,
- \* Helping writing the Annual Report,
- \* Helping managing the KSV Child Sponsorship Program,
- \* Helping with accounting and budgeting,
- \* Planning and organizing events.

## Competences and qualities

- \* Studies in administration, management, accounting or translation is desired,
- \* Good computer skills,
- \* Fluent oral and written English,
- \* Patience,
- \* Rigour,
- \* Capacity to take initiatives,
- \* Interest for the development and well-being of children.



For more information :

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