

Vacancy in Alliance française de Delhi, Gurgaon Centre

Required: Counsellor/Admin-Assistant (1 Post)

Job description:

Management of Reception, Counselling, Registrations, Library/ Translation Coordination

Handling/Deposit of cash

Maintenance of Centralised MIS, Decentralised Database (Accounts/academics related)

Coordination with Lodhi centre and of Day-to-day admin related work

Communication: Sending and receiving mails, Receiving and dispatching couriers

Assistance in all other Centre-management activities:

- Organising Batch Schedules
- Creating Time-Tables
- Organizing Cultural Events

Job skills:

Good communication (Spoken language skills) and Persuasion skills

Good Knowledge of MS Office, Internet and Computers in general

Good attitude, team player, target driven, career oriented, dextrous and a quick learner

Background in accounting (or a degree in B.Com), knowledge of French and interest in cultural communication would be an asset.

Interested candidates please send in your CV with a passport size photo, latest by 4 February, 2015 to:

admin_assistant@afdelhi.org

