



# ADMINISTRATIVE ASSISTANT

Administration and Fundraising Volunteer

## *Duties :*

- Support the Executive Director by managing schedules, appointments, and calendar events.
- Assist in drafting emails, letters, and other communications on behalf of the Executive Director.
- Input and maintain accurate records, including donor information, contacts, and other relevant data.
- Provide general administrative support, such as answering phone calls, managing office supplies, and other tasks as needed to ensure the smooth operation of daily activities.

## *Requirments :*

- Possess strong organizational and administrative abilities to efficiently manage documents, schedules, and correspondence.
- Have proficiency in office software and data entry, ensuring accurate record-keeping and efficient use of technology.
- Maintain a professional demeanor, representing the organization positively in all administrative interactions.

***Apply Through OUR ONLINE FORM***