

Office Assistant

Centre for Labour Research and Action works to ensure human and labour rights of the workers in the unorganised sector in India. It has worked with brick kiln, construction, and agriculture workers in Gujarat, Rajasthan, and a number of other states. More details may be accessed from <http://clra.in>

The centre is now starting a project to support migrant agriculture workers in Gujarat with the coordination office at Rajkot and network partners located in different districts of Saurashtra, North Gujarat, MP, and Maharashtra.

Job Description: The Centre is looking for an office assistant for its office in Rajkot. The work involves

- Regular office maintenance including all associated tasks like postage, bill submission, bank transaction etc.
- Data entry and maintenance of regular MIS
- Gujarati typing
- Maintaining bills and vouchers and sending the same to head office
- Proficiency in basic software applications like Word and Excel, Tally knowledge is preferable.
- Receiving and compiling cases from workers and following up
- Travel to network partners for project work

Tenure: The initial appointment will be for a period of one year including a probation period of three months. This may be extended later depending on project duration.

Eligibility: The candidate should have minimum graduate degree. Prior experience is desirable. Gujarati typing is a must. Knowledge of Gujarati, Hindi and English written and spoken.

Remuneration: The candidate will be paid a consolidated honorarium of Rs. 20,000 pm. If the candidate wishes to avail of the PF facility after probation, the PF deductions will be made from this consolidated amount.

Location: The position is based in Rajkot, Gujarat.

Deadline for application: Please apply by 18th October 2021 at info@clra.in