

# JOB ADVERTISEMENT

## Admin Assistant, Accountant, and Panchayat Coordinator

**Organization :** MULTI ART ASSOCIATION (MAA), [H.NO.](#) 153/A/1, Street- bhundiha  
Near Bazar Samiti, Sudna, Daltonganj  
Palamu, Jharkhand-822102

We are seeking talented individuals to join our team as Admin Assistant, Accountant, and Panchayat Co-ordinator

### 1. Admin Assistant:

#### Responsibilities:

- ✓ Assist with the day-to-day operations of the office
- ✓ Answering phone calls and emails and responding to inquiries
- ✓ Data entry and record keeping
- ✓ Filing and organizing paperwork
- ✓ Other duties as assigned

#### Requirements:

- Strong organizational and time management skills
- Excellent verbal and written communication skills
- Proficient in Microsoft Office and other computer applications
- Ability to work independently and in a team environment
- High school diploma or equivalent required, associate's degree preferred

**Salary : Rs. 8,000 - 11,000**

### 2.Accountant:

#### Responsibilities:

- ✓ Recording financial transactions and maintaining accurate financial records
- ✓ Preparing financial statements and reports
- ✓ Analyzing financial data and making recommendations for improvements
- ✓ Ensuring compliance with financial regulations and laws
- ✓ Managing accounts payable and accounts receivable
- ✓ Other duties as assigned

#### Requirements:

- Bachelor's degree in accounting or related field
- Strong knowledge of accounting principles and practices
- Proficient in accounting software and Microsoft Office
- Excellent analytical and problem-solving skills
- Ability to work independently and in a team environment

**Salary : Rs. 20,000 - 24,000**

### **3.Panchayat Co-ordinator:**

#### **Responsibilities:**

- ✓ Coordinating community development activities
- ✓ Planning and organizing community events and programs
- ✓ Communicating with community leaders
- ✓ Managing budgets and resources
- ✓ Building and maintaining relationships with community members and stakeholders
- ✓ Other duties as assigned

#### **Requirements:**

- Bachelor's degree , social work, or related field
  - Strong knowledge of community development principles and practices
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office and other computer applications
  - Ability to work independently and in a team environment

**Salary : Rs. 12,000- 15,000**

#### **To Apply:**

Please send your resume to [ngo.maa2007@gmail.com](mailto:ngo.maa2007@gmail.com) , Mob : 9431193202 with the position you are applying for in the subject line. We thank all applicants for their interest, but only those selected for an interview will be contacted.