Role Profile
Receptionist / Admin Assistant

About Alliance for an Energy Efficient Economy:

Alliance for an Energy Efficient Economy (AEEE) is a policy advocacy and energy efficiency market enabler with a not-for-profit motive. AEEE advocates energy efficiency as a resource and collaborates with industry and government to transform the market for energy-efficient products and services, thereby contributing towards meeting India's goals on energy security, clean energy and climate change. AEEE collaborates with diverse stakeholders such as policymakers, government officials, business and industry, consumers, researchers, and civil society organizations. We believe that our excellent work speaks for itself and we hold Respect, Integrity and Synergy as central to our efforts.

Purpose of the role:

AEEE is looking for a self-motivated, creative and proactive front office personnel and administration assistant who will join our team to further support and assist in daily admin clerical tasks. The Receptionist/Admin Assistant will help ensure that the office runs smoothly and efficiently, and will be the "face" of Foundation Source to clients and guests who will visit the office. The Receptionist will utilize organizational and interpersonal skills to work with all employees and clients.

The candidate must have a growth and problem-solving mindset, experience working on a development organization or not for profit sector, and acute attention to detail. The ideal candidate should able to handle administrative assistant responsibilities include making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment.

Role Positioning:

<table>
<thead>
<tr>
<th>Designation(s)</th>
<th>Receptionist / Admin Assistant</th>
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</thead>
<tbody>
<tr>
<td>Function (Job function)</td>
<td>Administration</td>
</tr>
<tr>
<td>Grade and Level</td>
<td>Professional</td>
</tr>
<tr>
<td>Job Family (sub-function)</td>
<td></td>
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<tr>
<td>Location (City name)</td>
<td>New Delhi, India</td>
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<tr>
<td>Employment type</td>
<td>Full-Time</td>
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Responsibilities:

- Provide Front desk reception duties for the office which includes handling of all phone calls and manage internal & external customers timely and professionally.
- Receive and greet all visitors in a professional and warm manner.
- Develop and maintain a tracking system on all incoming & outgoing mails and courier items for the office.
- Provide full admin support to the team and department.
- Maintain a proper and user-friendly filing and document control system for recording and tracking of all documents.
- Support in providing travel, logistics, coordination.
- Assist and follow-up related to procurement, vendors and payments etc.
- Order – kitchen and office supplies and keep inventory of stock.
- Assist in General Office administration.
- Assist in the coordination of ad-hoc company functions/events.
- Assist in any ad-hoc duties, projects and activities as and when required.

Academic qualifications and experience:

Required Educational Qualification & Relevant experience

- Bachelor’s degree in any field of study.
- 4-5 years of experience as a Receptionist / Admin Assistant.
- Proven advanced skills in Microsoft office, MS-word, excel etc.
- Experience using office equipment, including printers and fax machines.
- Exceptional attention to detail.
- Good written and verbal communication skills.
- Ability to work against tight deadlines.
- Self-motivated and ability to work in a fast paced, target driven environment.

Skillset Expectation Keywords

- Presentable, Calm & Composed.
- Good Telephonic skill & Customer Service Orientation.
- Good Verbal & Written Communication.
- Capable of Handling Work Pressure.
- Prior experience in managing office front desk, admin responsibilities i.e. travel, procurement support function is essential.

Working at Alliance for an Energy Efficient Economy:

- **Reporting Matrix**
  - Reports to Administration and HR Manager.

- **What AEEE Offers You**
  - This an exciting time join AEEE and join us in advocating for data driven and evidence-based energy efficiency policies that will unleash innovation and entrepreneurship within the country to create an energy-efficient economy. We hold **Respect** for all, **Integrity** at all times, **Synergy** within AEEE and **Excellence** at work **(RISE)** as our core values.
and central to building a culture that is unique to us. We provide a dynamic and progressive environment with opportunities to grow both professionally and personally while contributing to the country’s progress. We have a start-up mindset and offer a friendly team environment with the opportunity to work on highly successful and dynamic portfolio of programs where your performance and contributions to the growth of AEEE is the ticket to your professional excellence. We have a strong commitment to our people and strive to live by our values as we listen, learn and provide equal opportunities to young and experienced staffers, both technical, support function, and individual contributors.

How to Apply:

If you believe you meet the criteria listed above and would like to be part of the dynamic AEEE team, we would love to hear from you. Interested candidates are requested to send their Cover Letter and CV (no more than two pages and addressing how your experience fit the criteria) with the subject line Receptionist / Admin Assistant to jobs@aeee.in