# JOB DESCRIPTION

**PERSONAL ASSISTANT OF THE DIRECTOR and ADMINISTRATION MANAGER** for **ALLIANCE FRANCAISE DE BANGALORE**

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>ALLIANCE FRANCAISE OF BANGALORE 108 THIMMAIAH ROAD VASANTHNAVAR 560-0052 BANGALORE</th>
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<tbody>
<tr>
<td>POST</td>
<td>PERSONAL ASSISTANT OF THE DIRECTOR and ADMINISTRATION MANAGER</td>
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<td>REPORTING TO</td>
<td>Director of Alliance Française</td>
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<td>MAIN ROLE</td>
<td>Contribute to the internal working of the association, in its institutional aspect, its human resources aspect and its practical aspect.</td>
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## FUNCTIONS AND ACTIVITIES

### SPECIFIC FUNCTION 1
Following-up relations and communication with the Committee and the members.
- Assistant of the Director.
- Receive the application for new membership.
- Update the list of members.
- Follow up membership payments.
- Send all the communication to the members (cultural program, agenda, minutes, etc.).
- Organize the AGM.
- Filing for annual Register of Societies.
- Prepare, in close collaboration with the Director, working documents for the Committee meetings (agenda, minutes).
- Keep update the records and register the minutes.

### SPECIFIC FUNCTION 2
Manage the administrative staff of the AFB (staff and sub-staff).
- Supervise of the normal working of the administrative staff (actual work done as compared to the work profile, attendance, punctuality, etc.).
- Draw up contracts for the staff and maintain update all the records.
- Draw up the annual list of holidays in relationship with the Pedagogical department.
- Follow-up of availed and remaining leave for each employee, update the calendar of leaves.
- Receive all requests from the administrative staff, to be summarized and forwarded to the Director

### SPECIFIC FUNCTION 3
Manage the building and material
- Execute all tasks concerning purchase of material: request and receive quotations, help in selecting material of good quality, prepare purchase document, approval of received material, follow-up of maintenance contracts, etc.
- In charge of the relations with suppliers and compare the competitiveness of their prices.
- Execute all tasks concerning services for the building: requesting and receiving estimates, preparing purchase document, supervision of schedule for execution of the services, definition of supervision modalities once the contractor has been selected, etc.
- In close coordination with the Director daily supervision of the state of the premises, both inside and outside, of the AF: checking the cleanliness, the safety and the solid quality of the premises, capacity to have any possible dysfunctions corrected without
**SPECIFIC FUNCTION 4**

**Supervise the rental activities**
- Receive and manage the requests for the auditorium, and the Dance studio in coordination with the reception staff:
  - Draft the contract and do the follow up (payment, keep the record updated)
  - Manage the calendar of the auditorium in close relation with the Cultural coordinator.

**SPECIFIC FUNCTION 4**

**Support to the others departments in administrative aspects.**
- Trains and conveyance
  - Book the flights, hotel and cabs whenever required.
  - Prepare stays of Indian and French delegations in Bangalore.
- Take in charge agreements with third parts (related to the annexes, cab company, etc.) and do the proper follow-up (payments, renewal, etc.).
- In charge of all procedures with regards to recruitment of French and Indian teachers (contract, FRRO registration, PAN card procedure, insurance).

**WORK EXPERIENCE**
- Minimum 2 years of work experience in Human Resource Management.

**EDUCATION**
- Specialisation in Human Resource Management.

**PROFESSIONAL SKILLS**
- Sound knowledge of the working of administration in INDIA
- Sound knowledge of Indian procedures with respect to commercial transactions (purchase of goods and services)
- Excellent knowledge of basic office automation tools (Microsoft Office, e-mail, database).
- Notions of business communication.
- Excellent English skills (spoken and written), French basic level, Hindi, Kannada

**BEHAVIORAL SKILLS**
- Being able to work in team
- Mature and patient person
- Ability to communicate easily with people of different nationalities and socio-professional backgrounds
- Capacity to interact daily in an intercultural context
- Must be organized, methodical, adaptable
- Must be able to respect confidentiality

**TIMINGS**
- 40hrs per week

Kindly send in your candidature to director.afbangalore@afindia.org along with your CV before the 9th of March