

Office assistant tasks (General list of major work, is not all inclusive)

Receiving phone calls
Making phone calls
Managing appointments- Me and Madam
Scheduling and rescheduling of appointments
Directing workshop participants with website pages
Emails
Organising workshops and maintaining accounts
Assisting phone callers with information
Maintaining office accounts
Keeping homeopathic medicines organised
Documents
Forms
Printing
Xeroxing
Office equipment maintenance
Bank work
Computer operation
Practo
Maintaining office supplies eg. Tea, coffee, paper, water
Keeping office clean and tidy
Making tea/coffee
Talking politely to all
Sometimes miscellaneous work at home or Madam's clinic
Keeping track of bills and payments
Any miscellaneous work that may come up

Qualities essential for the job

1. Accountability
2. Self responsibility
3. Being proactive- Not lazy and doing things only when told
4. Honesty
5. Hard working
6. Flexible
7. English speaking, writing and listening skills- Good to excellent
8. Computer operation
9. Common sense

Things essential:

1. Bank account
2. PAN Card
3. Aadhar card
4. Another address proof
5. Photograph