



# Estuarine and Coastal Studies Foundation

(Registered under Sec 8 of Companies Act, 2013)

CIN : U80100WB2021NPL248544 Darpan ID: WB/2021/0297074

☎ +91 9830622766 ✉ estuarycoast@gmail.com 🌐 www.ecsfindia.org

**Date:** 02/05/2023

## **Advertisement No: 03/J/AO/R/2023**

Foundation is seeking applications for the post of **Administrative Officer** (Regular) for multi-disciplinary administration and finance work related to research and education.

### Responsibilities

1. Engagement in different administrative and outreach activities of the foundation
2. Engagement in different financial activities and accounting processes
3. Manage workflow by assigning tasks to other administrative employees daily, ensuring that deadlines are met and work is completed correctly
4. Generate memos, emails and reports when appropriate
5. Assume responsibility for maintenance of office equipment, including computers, copy machines and fax machines
6. Maintain office supplies by checking inventory and order items
7. Respond to questions and requests for information
8. Answer incoming calls and assume other receptionist duties when needed

### Minimum qualification

10 +2 Broad exam pass.

### Experience

1. 5 years in any administrative position with a knowhow of accounting.
2. Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
3. Ability to analyze and revise operating practices to improve efficiency
4. Detail oriented and comfortable working in a fast-paced office environment
5. Communication skills in Bengali, Hindi and English
6. Superior organization skills and dedication to completing projects in a timely manner

### Compensation

As per the norms of the foundation. If interested send your CV to [estuarycoast@gmail.com](mailto:estuarycoast@gmail.com) or hand in your application.

Sinchan Chatterjee

Director  
Estuarine and Coastal  
Studies Foundation