

Recruitment – Front Desk Assistant

Consumer Unity and Trust Society (CUTS) is a leading think-tank working on economic and public policy issues. From its modest beginnings in 1983, CUTS has grown significantly as a local and global research and advocacy group in addressing the challenges to enhance consumer welfare. From a small voluntary consumer non-governmental organisation (NGO) working locally in Rajasthan, a state in North West India, to make consumers aware of their rights and seek resolution of their grievances, CUTS has over time progressed to policy research and network-based advocacy on various public policy issues at state, national, regional and international levels.

With its headquarters in Jaipur and offices in India, CUTS has overseas offices in Lusaka (Zambia); Nairobi (Kenya); Accra (Ghana); Hanoi (Vietnam); Geneva (Switzerland); and Washington DC (USA).

CUTS' work now revolves around three verticals: Rules-based Trade, Effective Regulation and Good Governance. This graduation happened organically because of the demands made on CUTS to work on policy issues, which would enhance consumer welfare, with the realisation that consumers need to be protected upfront and not only ex post.

Please refer link for more information <https://cuts-international.org/>

JOB CODE: CUTS110FDA

VACANCY: Front Desk Assistant at CUTS International, Jaipur

DESIRED STARTING DATE: Immediate

JOB LOCATION: Jaipur, Rajasthan

JOB PROFILE

We seek an active and pro-active Front Office and Admin Assistant to be a part of dynamic teams within CUTS. This is a full-time on-site role in Jaipur for a Front Office Assistant at Consumer Unity & Trust Society. The Front Office Assistant will be responsible for managing phone calls, scheduling appointments, providing administrative assistance, and utilizing clerical skills to support daily operations.

RESPONSIBILITIES

- Manage front desk operations: calls, visitors, EPABX
- Coordinate travel bookings (domestic/international)
- Handle admin tasks: inventory, couriers, stationery

- Support HR with interviews and daily tasks
- Assist with filing, events, logistics

PERSONAL ATTRIBUTES

- Interpersonal Skills and Phone Etiquette
- Appointment Scheduling and Administrative Assistance skills
- Clerical Skills
- Attention to detail and organizational abilities
- Proficiency in MS Office
- Ability to multitask and prioritize tasks effectively
- Previous experience in a similar role is a plus

QUALIFICATIONS AND EXPERIENCE

1. Master's or Bachelor's in any stream from an institute of repute.
2. 0 - 2 years of professional experience.

COMPENSATION

CUTS recognises that the right candidate will have a significant impact on success of the organisation and is prepared to offer an attractive compensation package for the non-profit sector, commensurate with expertise and experience.

JOB LOCATION

- Primary location is Jaipur, Rajasthan, India.

TO APPLY

Qualified candidates should send their resumes to careers@cuts.org, along with a cover letter highlighting your suitability for the position. Please mention job code in subject line of application. **Any application received without the appropriate job code will not be considered.**

Given the large volumes of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted. If you do not hear from our end within 15 days after the submission of the application, please consider that you have not been shortlisted.

CUTS is an equal opportunity employer and considers all applicants on merit without regard to race, national origin, religious beliefs, gender, marital status or physical disability. Women candidates are encouraged to apply.