

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: CUTS97FDA

VACANCY: Front Desk Assistant at CUTS International, Jaipur

Job Profile

We seek an active and pro-active Front Office and Admin Assistant to be a part of dynamic teams within CUTS.

Person will be responsible for handling front office reception and administration duties, including greeting guests, answering phones, handling company inquiries, sorting and distributing email to relevant departments and assisting HRs.

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Responsibilities

- Handled all front desk operations, incoming, outgoing, transferring calls, EPABX, etc.;
- Screening calls and taking messages;
- Front Office Management like coordinating with guests/vendors and greeting visitors, answering their queries and respond/redirect their inquiries;
- Travel Desk Management - domestic and international flight or train bookings and accommodation arrangements;
- Raising PO for stationeries, handling housekeeping materials and maintaining adequate inventory of office supplies;
- Handling inward & outward courier documents;
- Coordinating with candidates during interviews;
- Helping the Human Resources department with day to day tasks.
- Documents filing, archiving, photocopying, scanning and faxing documents;
- Events management - Birthday Greetings, team outings and other logistical support;
- Coordinating with events team for various events;
- Miscellaneous task provided time to time.

Qualifications and Experience

- Master's or Bachelor's from an institute of good repute;
- 1-3 years of relevant experience;
- Experience of working in a multicultural environment will be an added advantage;
- Competency in the use of MS office, Google workspace, Email etc.

Skills

- Excellent communication skills both verbal and written;
- Passionate about work and learning new things;
- Critical thinking;
- Great team player;
- Ability to generate goodwill with colleagues;
- Comfortable working in fast paced and deadline driven environment;

Compensation

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

Location

The position will be based in Jaipur.

- Immediate joiners are preferred.
- Any application submitted after March 15, 2024 will not be considered.

TO APPLY

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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 30 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.

Consumer Unity & Trust Society (CUTS) International

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