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

**Things essential:**

1. Bank account
2. PAN Card
3. Aadhar card
4. Another address proof
5. Photograph
6. 3 reference letters, from previous employer, one prominet personality eg. nagarsewak.
7. Police verification- Your local police station will easily give you the letter.