

## JOB DESCRIPTION - SECERATARY

<b>Job Title:</b> Secretary – Training	<b>Working Hours:</b> 9.00 – 6.00
<b>Location:</b> LAICO	<b>Reports To:</b> Administrator
<b>Department:</b> LAICO – Administration	
<b>Prime Job:</b> To assist organizing training programmes and attending other day to day office works under LAICO functional departments	
<b>Main Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Preparations and support to organize Training programmes</li> <li>2. General Office Works</li> <li>3. Others</li> </ol>	
<b>Key Task:</b> <ol style="list-style-type: none"> <li><b>1. Preparations and support to organize Training programmes</b> <ul style="list-style-type: none"> <li>• Marketing all LAICO courses through postal and email</li> <li>• Receiving applications and entering into the data base</li> <li>• Prepare participant profile document in both word format and PowerPoint presentation with photos</li> <li>• Update participant profile on Aravind course web link</li> <li>• Prepare course pack with reading materials</li> <li>• Prepare Name badge &amp; certificates</li> <li>• Take printout of all presentations and handover to trainees</li> </ul> </li> <li><b>2. General Office Works</b> <ul style="list-style-type: none"> <li>• Indent stationeries from Stores</li> <li>• Xerox the teaching materials</li> <li>• FAX, postal correspondence</li> <li>• Book rooms through event management system</li> </ul> </li> <li><b>3. Others</b> <ul style="list-style-type: none"> <li>• Assist in preparation of any retreat and CME programmes organized at LAICO</li> <li>• Assist organizing other events at LAICO</li> </ul> </li> </ol>	

**Working Relationship:**

Needs to work with staff of DTP , XEROX, Progame associates

**Freedom To act:**



**Signature:**