

**Position Title:                      Administrative/Secretarial Assistant**

Administrative assistants can help in various ashram departments.

**Responsibilities include:**

- Documentation
- Taking meeting notes
- Following up on action points
- Managing office filing system and administrative tasks.
- Assisting supervisor

**Qualifications include:**

- Fluency in English
- Strong writing and communication skills in English
- Excellent organization and documentation skills
- Good computer skills: familiarity with Word, Excel, Outlook e-mail,
- Experience in office work

If you are interested in this seva position, please contact the Gurukula Applications office for a more detailed seva description and an application form. Please see the contact information below:

**For students residing in India:**

[indianapplications@gspa.org](mailto:indianapplications@gspa.org)

Phone (02522) 302600 ext 2194

**For students residing out of India:**

[internationalapplications@gspa.org](mailto:internationalapplications@gspa.org)

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