



## External Advertisement

Released By	LSHO - HR	Job Title	Office Attendar
Date of Release	14 March 2019	Last Date of Receipt of Applications	24 March 2019
Reporting To	State Coordinator	No.of Positions	01
Location	Vijayawada, Andhra Pradesh	REF/NO.	OA- 85

### Office Attendant

LEPRA Society is a pan-India health and development organization working for the people affected by Leprosy and other neglected diseases to transform their lives and overcome poverty, discrimination and disability. LEPRA endeavors to diagnose, facilitate treatment to those affected and help them to rehabilitate into the mainstream of the society. LEPRA works in collaborations with the Government and other funding agencies to reach into most inaccessible villages of Andhra Pradesh, Telangana, Assam, Bihar, Chhattisgarh, Odisha and Madhya Pradesh states.

LEPRA Society is inviting applications for the positions of Office Attendar, NTDRU project Andhra Pradesh

#### What you would do

S/he will/be :

1. General maintenance of office and Referral centre which includes daily sweeping and moping.
2. Clean and dust all office furniture / equipment every day and as and when required.
3. Indent for office supplies on need basis (cafeteria materials like Sugar, Coffee, Tea dust, mineral water, paper napkins and cleaning powder etc.)
4. Deliver inward/outward mail to various departments.
5. Support in repair and maintenance of office equipment.
6. Assist in filing/record maintenance.
7. Support in arrangements for meetings, conferences etc
8. Attend outreach activities /community event.
9. Attend to all outside sundry duties.

#### What you would need to have

1. Ability to read and write with 3-4 years of experience in similar assignment.
2. Flexible and Reliable
3. Good communication skills and interpersonal skills
4. Two wheeler license (desirable )

**Gross Salary : Rs. 8,000 per month**

#### How to apply?

If you have the skills and necessary experience and are interested in this role please email your application along with detailed resume in the specified format downloaded from [www.leprasociety.org](http://www.leprasociety.org) (carriers column) to [hrd@leprahealthinaction.in](mailto:hrd@leprahealthinaction.in) specifying the REF.NO in the subject line or by post/courier specifying the REF.NO & post applied for on the cover of the application to: **Head - Finance & Operations**, LEPRA Society, Plot No.17, Krishnapuri Colony, West Marredpally, Secunderabad - 500 026.

All positions are for immediate employment.  
**Preference will be given to the candidate from the community**