

## Exciting Opportunity Alert! We Are Hiring!

Are you a skilled multitasker with a passion for organization and a knack for keeping things running smoothly? If so, we want to hear from you!

 **\*\*Position:\*\* Team Assistant**

 **\*\*Location:\*\* New Delhi, India**

### **\*\*About the Role:\*\***

We are currently seeking a talented individual to join our team as a Team Assistant. In this role, you will play a crucial part in supporting our day-to-day operations, ensuring the smooth running of our office and providing assistance to our team members. From managing schedules and organizing meetings to handling administrative tasks and greeting visitors, you will be at the heart of our operations.

### **\*\*Requirements:\*\***

- Proven experience in office management, team assistant, and receptionist tasks.
- Strong MS Office skills, including proficiency in Excel.
- Excellent communication and interpersonal skills.
- Outgoing personality with a proactive attitude.
- Ability to prioritize tasks and manage multiple deadlines effectively.
- A passion for sustainability and commitment to our development goals.

### **\*\*Why Join Us?\***

- Opportunity to work in a company dedicated to making a positive impact.
- Collaborative and supportive work environment.
- Competitive salary and benefits package.

If you are ready to take the next step in your career and make a difference in the world, we want to hear from you! **To apply, please send your resume and cover letter to [rkpl@rk-associates.com](mailto:rkpl@rk-associates.com).**