

## Required Admin Executive

Action Research & Training for Health (ARTH), a 26 year old public health organization based in Udaipur (Rajasthan), is working towards improving the health status and addressing related needs in rural and vulnerable communities of southern Rajasthan.

Admin Executive - M.Com/PG in Management studies with 3 – 5 years relevant experience in company or NGO and knowledge of computer. She/he should be fluent in spoken English and Hindi. This position is based in Udaipur. The Admin Executive will carry out activities related to day to day administration.

- Required skills and abilities:
- Proficient use of computer software applications, such as Word processor and spreadsheet.
- Ability to work under pressure and interact with people of all backgrounds with tact, courtesy, and diplomacy.
- Strong attention to detail.
- Ability to meet deadlines, prioritize assignments.
- Strong written and verbal communication skills.
- Team-orientation, with the ability to work both collaboratively and independently.

Apply with CV to [hr@arth.in](mailto:hr@arth.in) or to ARTH, G1-2 Satyam, Ramgiri, Badgaon, Udaipur 313011.