



**Advertisement & Job Description for the role of**  
**Office Assistant (Admin & IT Support)**  
**Number of Posts - 1 Post**  
**SBI Officers' Association (SBIOA), Chandigarh Circle**

**About us:** State Bank of India Officers' Association (Chandigarh Circle) is a registered Trade Union bearing registration no. is 186/79 under Trade union act 1927.

**Job Description:** The Office Associate (Admin & IT Support) will be an integral part of the Secretariat of SBI Officers' Association (SBIOA Chandigarh) and will support the secretariat in the smooth functioning. The duties involve taking care of administrative work including (but not limited to) compiling and maintaining records and databases, data management, computer operations, user support and helpdesk, executing event-related logistical activities, collecting reports & bills, compiling and maintaining records and databases, data management, computer operations, user support and helpdesk etc.

**Associate (Admin & IT Support) - Key Responsibilities:**

- Provide administrative support to ensure efficient operation of the secretariat.
- Coordinate with program stakeholders over calls, messages and emails.
- Manage travel arrangements and other logistics.
- Compile and maintain records and filing systems.
- Support team by performing delegated tasks related to organization.
- Website Support - Troubleshoot, diagnose problems, and implement corrective action procedures and/or escalating to other technical resources as appropriate.

**Associate (Admin & IT Support) - Requirements:**

- Age: Minimum 20 years (as on the date of application)
- Experience: Minimum of 1 year of experience in a similar work profile.
- Education: Bachelor's degree.
- Proficiency in MS Office, Google Suite Tools, ADOBE & basic English language skills.
- Exposure to IT, Administration & Finance-related tasks.
- Exposure to Data analysis, bills & report compilation.
- Exposure to knowledge management, book-keeping & record-keeping.
- Excellent communication, interpersonal & organizational skills.
- Acumen for information technology & ability to work in a fast-paced dynamic environment.
- The candidate should ideally be from Chandigarh Tricity.

**Reporting:** The associate will report to the General Secretary at association office Chandigarh & shall closely work with the President and secretariat of the association.

**Salary & Position Availability:** Salary would be commensurate with experience. We expect successful candidates to join us at the earliest.

**Application Process:** Please access this link to submit your application

<https://forms.gle/hmpHxFnof41F7pvb9>

You can also access the link to submit your application via our website <https://www.sbioacha.org/>

**Note:** Due to the high volume of expected applications, only shortlisted candidates shall be reached out for further correspondence. Please bear in mind that if you are shortlisted for an interview, we will tentatively reach out to you by Wednesday, 25<sup>th</sup> November, 2022.

**Deadline:** 11:59 PM, Monday, 23<sup>rd</sup> January 2023.

**Disclaimer:** This is not an advertisement on behalf of 'State Bank of India', SBI or any of its offices and only limited to SBIOA Chandigarh Circle and is purely a job of contractual nature.