



**Position: Management Intern**

**Location: Delhi-NCR**

**Reporting to: Manager- HR**

Innovative Change Collaborative Services Pvt. Ltd. (ICCSPL) is a value driven social consulting firm and also sister organisation of ICCo India ([www.iccoindia.org](http://www.iccoindia.org)) providing technical and knowledge support to individuals and organizations to ensure lasting social impact. Through our basket of services, we enable foundations, non-profits, corporations, governments, and social enterprises in India to achieve sustainable development in a just and dignified manner. To know more about it please visit [www.iccspl.com](http://www.iccspl.com).

**Main Responsibilities:**

The key activities to be performed are as follows:

- Support HR & Admin department as required, assisting in various daily operations.
- Data entry & Documentation (organizing and managing timesheet)
- Device and maintain the office filing system, including organizing and maintaining general and confidential files, reference systems, address lists and other reference documents.
- Support in maintaining office supplies by checking inventory and order items
- Performing general office support
- Support in logistics
- Support Director's office as required.
- Produce reports, presentations and briefs using computer applications.
- Any other tasks assigned by HR & the Director from time to time.

**Requirements**

1. Graduate Degree in Business Administration and/ or any other related technical, vocational or professional qualification, preferably in Human Resource
2. Experience of 1 year in handling the admin & HR issues is preferred
3. Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
4. Detail oriented and comfortable working in a fast-paced office environment
5. Good written and verbal communication skills
6. Strong organizational skills with the ability to multi-task

**Stipend and perks:**

Monthly stipend of ₹10,00-₹15,000 will be provided based on qualification and experience and Certificate on completion

**Please send your application to: [jobs@iccspl.com](mailto:jobs@iccspl.com) by 31st July, 2022.**