

Receptionist/Office Assistant required for the Delhi School of Music

The Delhi Music Society runs the Delhi School of Music, the premier Institution for the teaching of western music in North India.

Job Description:

1. To welcome students, parents, members of the Delhi Music Society, visitors and others to the School and give them information about the School as required.
2. To monitor the cleanliness of the School and the surroundings and maintain cleanliness and quality of the location with the assistance of the staff.
3. To assist in receiving School fees, examination fees, fees for Society membership, etc.; to assist in preparing lists of those paid and following up on payments due and not made; to assist in making payments to teachers and others as instructed.
4. To assist in various matters related to the administration of the School, as and when required, under the supervision of the Executive Director and the Administrator.
5. To assist the Co-ordinator, as and when required, to fulfil various tasks related to the functioning and activities of the School and the Society.

Qualifications

Graduate degree desirable with good proficiency in English and knowledge of computer skills. They will be expected to have a pleasant and friendly personality and be willing to engage with those inside and outside the School. The job involves a six-day week including Sundays, with the off-day to be negotiated. Remuneration will be commensurate with qualifications and experience.

Interested candidates should send their Curriculum Vitae to:

The Administrator,
Delhi Music Society,
8, Nyaya Marg,
Chanakyapuri,
New Delhi 110021

or by email to delhimusicsociety@rediffmail.com

Applications must be received by 20 January 2017.