



## Centre for Research and Education for Social Transformation (CREST)

An autonomous institution under Government of Kerala

KIRTADS Campus, Chevayur, Calicut – 673 017 Kerala India

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Email: [crest.calicut@gmail.com](mailto:crest.calicut@gmail.com)

### Vacancy

Centre for Research and Education for Social Transformation (CREST), an autonomous institution under Government of Kerala seeks one **Administrative Officer** on contract basis for one year. Consolidated salary Rs.40000/- per month. Age limit 60 years as on May 1, 2017. Preference will be given to candidates from Scheduled Castes or Scheduled Tribes


#### Qualification , Skills and Education Required:

- Degree from a university in Humanities /Science/ Social Sciences or in any other allied field
- Proven work experience of 15 years in institution administration / financial administration in reputed academic institutions or university.
- Experience of liaising with academic institutions and government agencies
- Thorough knowledge of office procedures
- Experience of working both independently and as an effective member of a team
- Excellent written and verbal communication skills in English & Malayalam
- Proficient with office management software like MS Office (MS Excel and MS Word, specifically)

#### Main Duties & Responsibilities:

- Provide support to Executive Director in leading and managing support personnel
- Maintain and update office databases
- Maintain financial files and records
- Assist with preparation of the budget
- Prepare regular reports on expenses and office budget
- Liaise with academic institutions and government agencies
- Managing office supplies stock and placing orders
- Other administrative responsibilities as assigned by Executive Director
- Must be available to work outside of regular office hours
- Requires travel within and outside Kerala

Selection will be on the basis of personal interview. The position will be purely temporary for one year. Candidates fulfilling the requirements may apply to the Executive Director, CREST on or before **April 30, 2017** along with a detailed CV Application can also be submitted through our email: [crest.calicut@gmail.com](mailto:crest.calicut@gmail.com). Only shortlisted candidates will be invited for interview. The earlier notification stands modified.

  
Executive Director, CREST  
April 20, 2017

