



Job Title:	Administrative Coordinator		
Location:	Home Office	Travel Required:	Minimal
Level/Salary Range:	\$15,000 a year	Position Type:	Part Time
Please send Resume to:			
E-mail: ekta.n.nagar@gmail.com Subject Line: Attention: Position for Matiya World		Mail: Matiya World P.O. Box 1686 Chino Hills, CA 91709	
Job Description			
Job Purpose: Provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects.			
Duties:			
<ul style="list-style-type: none"> • Completes operational requirements by scheduling and assigning administrative projects; expediting work results. • Provides support by coordinating meetings, conference calls, committee activities • Provides information by answering questions and requests from community members • Updates and Maintains operational and organizational records • Contributes to team effort by accomplishing related results as needed. 			
Skills/qualifications:			
<ul style="list-style-type: none"> • Basic Microsoft Office Skills and Email Proficiency • Organization, Analyzing Information, Professionalism • Verbal Communication (English and Gujarati) 			
Requirement:			
<ul style="list-style-type: none"> • Must be able to work from home office and provide own computer • Must be available for community members 			