

## Coordinator for Administration

Goethe-Institut / Max Mueller Bhavan Bangalore

Volume of Employment: 100 %

Weekly Working Hours: 40 hours per week

Remuneration: as per the salary scheme of Goethe-Institut for local employees

Start Date: 01/06/2024 for 1 year

### Responsibilities:

- Creating and updating of inventory lists
- Creating a database of local vendors for various services
- Creating and checking accounting documents
- Supporting administration with market research and obtaining quotations
- Creating guidelines for various administrative processes for other departments
- Creating financial reports on Excel
- Calculating travel allowance
- Reviewing and improving documentation
- Assisting Head of Administration with administrative tasks and processes
- Performing other administrative duties

### Required skills / Knowledge:

- Completed university degree or equivalent knowledge and skills
- Good knowledge of German (B1) and English
- Very good organizational skills
- Strong teamwork and communication skills
- Ability to work independently
- High flexibility and ability to work under pressure
- Willingness to quickly familiarize yourself with administrative work and knowledge of the Goethe-Institut's planning tools and software
- Good IT skills (MS-Word, MS-Excel, Internet, Power-Point)

Please send your complete **application** (covering letter, detailed CV, qualifications, and references) **until 12/05/2024** only via email to:

**Jitendra Mishra**, Head of Finance and Administration  
Goethe-Institut / Max Mueller Bhavan Bangalore  
Email: [jitendra.mishra@goethe.de](mailto:jitendra.mishra@goethe.de)