JOB DESCRIPTION FOR OFFICE ASSISTANT UNDER COORDINATION & MONITORING UNIT, PUNJAB CLEAN AIR PROGRAM (PCAP), PLANNING & DEVELOPMENT BOARD

Designation	Max. Age (Yrs)	Qualification and Experience	Major Responsibilities
Office Assistant (PPS-6) (02 Nos)	30	• B.A/B.Sc./B.Com (Fourteen years of education) or equivalent. • At least 02 years of relevant experience in an administrative or office support role. • Experience working in a professional office environment is preferred. • Good communication and interpersonal skills. • Basic knowledge of office procedures and equipment. • Proficiency in MS Office (Word, Excel, Outlook) and other relevant software. • Ability to multitask and work efficiently under minimal supervision.	• Assist in daily office operations and ensure a clean and organized work environment. • Handle incoming and outgoing mail, emails, and phone calls. • Maintain and update office records, documents, and filing systems. • Assist in photocopying, scanning, and distributing documents as needed. • Support in data entry and basic documentation tasks. • Monitor and manage office supplies inventory, ensuring timely replenishment. • Maintain office cleanliness and coordinate with janitorial staff for upkeep. • Ensure proper functioning of office equipment (printers, copiers, computers, etc.) and report issues to the relevant department. • Assist in organizing meetings, workshops, and events, including setting up meeting rooms. • Prepare and distribute meeting agendas, take minutes, and follow up on action points. • Provide logistical support for staff travel arrangements and accommodations when required. • Assist in any additional tasks as assigned by the supervisor