

Kommit

Role: Secretary

Company: Kommit Techno-Legal LLP

Type: Full time at New Delhi office (non-remote)

Application method: Email careers@kommit.com.

Requirement:

- **Experience:** 3+ year(s) experience as a secretary or related administrative work;
- **Availability:** Immediate;

Job skills: Experience with organisation, logistics and day-to-day management of an office. Proficiency in deadline management, task management processing invoices, basic accounting, managing court hearings and other meetings. Must have a strong command over the English language, proficiency in Microsoft Office (Word / Excel / Presentation), Google Apps (Google Drive, Google Docs, Gmail, Calendar etc.). This role requires critical thinking and strong problem-solving ability, research and communication skills.

Description: This role involves ensuring the consistent organisation and management of the office and requires a variety of administrative tasks to be completed and communicated clearly.

Types of work you may be asked to undertake:

- Organising meetings, preparing agendas, taking minutes, maintaining records, scheduling, organising appointments and organising travel arrangements;
- Maintenance and management of the office, stocking office supplies regularly and coordinating any discussions with the stakeholders involved;
- Coordinating construction, repair and maintenance work at the office;
- Preparing and coordinating execution of financial documents such as invoices;
- Document preparation, filing, docketing and organising - both online and offline;
- Managing resources and databases;
- Facilitating communication between teams and stakeholders, through online and offline means;
- Welcoming and managing clients, vendors and visitors in the office;
- Tracking deadlines generally and relating to IP applications and hearings;
- Providing administrative support to the teams;

About Kommit: Kommit is an intellectual property consultancy specialising in technical consultancy for patent litigations. Find out more at www.kommit.com.