

Job title : Associate			
Organisation	Network for Certification and Conservation of Forests (NCCF)	Sector	Forestry - Certifications
Location	Noida, Sector- 132 (opposite Jaypee Hospital), Uttar Pradesh		
Department	Administration	Degree of Travel Required to :	NA
Purpose of Job	Assisting the Secretariat of NCCF; Provide assistance to the Executive Director and other officials in day to day work		
Essential Qualifications	Bachelors of any stream (Science preferred)		
Experience	Freshers can apply		
Competencies	Good Documentation/ drafting skills in English Good communication Proficient in MS-Office , Excel and Powerpoint Positive and energetic attitude with quick learning aptitude Punctual and disciplined		
Key responsibilities /roles	1. Drafting letters for the State Forest Departments, Ministry and other national, international stakeholders. 2. Assisting the Secretariat of NCCF; Provide assistance to the Executive Director and other officials in day to day work. 3. Liaising with a range of stakeholders including members, etc. 4. Preparing the minutes of the NCCF meetings and maintaining records of the same. 5. To book all accommodation and travel for projects taking place. 6. Coordinating and helping the staff in activities including, but not limited to, seminars, conferences, workshops, public events and other programs related to sustainability 7. Maintaining the records of the files and all the letters.		
Package: as per company norms and experience based.			
<p>Interested candidates are requested to submit their resume and cover letter to the email id provided as under at the earliest with the subject of the email as the post applied for. Female candidates are encouraged to apply.</p> <p>A. info@nccf.in B. deepali.rautela@nccf.in C. varun.grover@nccf.in</p>			