



## Rythmus Foundation

### Job Description

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| <b>Position Title:</b>     | Admin support for Audio/Visual Operator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Key Responsibility:</b> | <ul style="list-style-type: none"><li>- Manage the A/V equipment inventory, including check-out/check-in logs, maintenance schedules, and condition reporting.</li><li>- Process purchase orders, invoices, and expense reports related to A/V equipment repairs, rentals, and software licenses.</li><li>- Schedule and coordinate equipment transportation and setup logistics for different event venues.</li><li>- Prepare and organize event-specific A/V kits, ensuring all necessary cables, adapters, and peripherals are packed.</li><li>- Maintain organized digital and physical files for equipment manuals, warranties, and vendor contracts.</li><li>- Assist in creating simple presentation slides, lower-third graphics, and formatting media files as requested.</li><li>- Handle initial communication and scheduling with external A/V vendors and technicians.</li><li>- Provide on-site administrative support during events, such as managing run sheets, speaker notes, and presentation backups.</li><li>- Monitor and restock consumable supplies like batteries, memory cards, and protective cases.</li></ul> |
| <b>Essential Skills</b>    | <ul style="list-style-type: none"><li>- Highly organized with excellent attention to detail in inventory and logistics management.</li><li>- Basic proficiency in presentation software (PowerPoint, Google Slides) and file management.</li><li>- Strong communication skills and the ability to provide clear, proactive support in a fast-paced environment.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Location</b>            | Remote                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Qualification</b>       | Any Graduate / B.Com / M.Com, Any Other relevant degree                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Exp. Required</b>       | 03 to 05 Years relevant experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Nature of Job</b>       | Full-Time / Part-Time / Contractual   On-site / Hybrid / Remote                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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