

No. of Position : 01 [One]

Position Code : S3

Position : Junior Assistant

Consolidated Remuneration: Between Rs.32,000/- to Rs.90,000/- per month.
Depending on qualifications and experience.

Job Description: To assist in the Corporate Affairs Department of the organization.

Key Responsibilities: -

- Record and track keeping of inward and outward file movement.
- Coordination with all team members for file disposal and movement.
- Record keeping, retrieving of information as required and performing basic book-keeping work
- Data punching, typing, providing assistance as per directions. and update team's database and mailing lists.
- Maintain official stationery, files, documents and relevant papers.
- Facilitating photocopying, scanning and dissemination of document.
- Assist in meetings.
- Any other work as assigned by Corporate Affairs team.

Necessary Qualifications:

Graduate in relevant discipline from recognized University / Institute.

Desirable Qualifications:

Diploma / PG Diploma in Office Management / Project Management from any recognized Institute

Proficient in MS Office & Internet browsers.
Good written & oral communication skills.

Minimum Experience : 02 [Two Years]

Desirable Experience : 05 [Five Years]

Age Limit: Maximum 30 years as on 22nd August, 2021