Vacancy Ref. No. BIRAC/VAC/183/Oct-2026-MT

Position: Secretarial Intern

Position Code: **MT-13** **Number of Positions: (01) One**

Consolidated Emoluments: Between Rs.30,000/- to Rs.50,000/- depending upon qualifications & experience and shall be governed by the policy of Young Professional in BIRAC.

Job Tenure: Initial appointment will be for a period of Six months which may be extended subject to satisfactory performance.

Key Responsibilities

- Day-to-day secretarial support to the Managing Director's Office.
- Answer and direct phone calls in a courteous and professional manner.
- Organize and maintain office files, records, and documents.
- Assist with data entry, document preparation, and other clerical tasks.
- Screen documents, book meeting rooms, set up conference calls and take messages
- Assist in managing the Managing Director's daily and weekly schedules, meetings.
- Coordinate office administration requirements, including stationery, meeting arrangements, travel-related documentation etc.
- Perform miscellaneous job-related duties as assigned.

Essential Qualification: - Graduate in relevant discipline from recognized University / Institute.

Desirable Qualification: - MBA or Post Graduate Degree with specialization in Human Resource Management/ Personnel Management/ Industrial Relations.

Candidates possessing a Diploma in Secretarial Assistance will be preferred.

Experience: Post Qualification, One-year work experience in Secretarial Position.

Age Limit: 26 years as on closing date of application.