

1. HR-SS/01 - IT Assistant**Position Summary & Responsibilities**

- The IT Assistant will be responsible for all IT related matters both Hardware and Software and the website development. Should also have software programming skills for development of the online applications.
- Developing and maintaining dynamic websites and web applications
- Coordinating with Team and other related departments
- Must be proficient in PHP, MySQL, CSS, HTML, JavaScript, AJAX, XML
- Understanding system requirements & functional specifications
- Use standard system methods in the development, enhancement, and maintenance of information technology systems
- Provide solution and work to resolve of software related problems
- Participate in the development of documents for service requests.
- Evaluate requests for information systems hardware, software, or services
- Disseminate detailed descriptions of new or modified hardware/software systems and instructions for their use
- Assist with the creation and modification of application development, system configuration, system testing, installation, and implementation of system enhancements/upgrades and bug fixes

Qualifications& Experience

- i. B Tech (IT) from a recognized and reputed institute. MBA(Information Management) / MCA from a recognized and reputed institute will be preferred
- ii. 2-3 years of work experience in related software programming.
- iii. Sound knowledge of the common PHP or web server exploits and their solutions.

Age Limit	35 Years
Salary	Between 30,000 – 40,000 (Including HRA/Conveyance/medical/reimbursement/telephone charges etc.)

2. HR-SS/02 – Office Assistant (Receptionist)**Job Description**

1. Handling reception, managing incoming and outgoing call register, Calendar management.

2. Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
3. Maintenance of Conference Room, Board Room and Library.
4. Issue of Books / Magazines from Library.
5. Keeping record of Library books / journals / magazines.
6. Maintain official stationery, files, documents and relevant papers.
7. Provide travel and logistics arrangements for executives.
8. Manage and maintain schedules and appointments.
9. Any other related work assigned.

Essential Qualification:

1. Graduate in any discipline from a recognized and reputed University/Institution with 60% marks. Science graduates are preferred.
2. 2 to 3 years' experience in any reputed organisation as Receptionist.
3. Well-versed with computer applications- MS Office (Word/Excel/Power Point)& Internet browsers.

Desirable:

1. Diploma / Degree in Library Science/ Office Management / Secretarial Course.
2. Excellent communication skills in English and Hindi.

Age Limit	35 Years
Salary	Between 20,000 – 30,000 (Including HRA/Conveyance/medical/reimbursement/telephone charges etc.)