**BIRAC-Doc-II**

1. **Executive Assistant**

**Essential Qualification:**

1. Graduate in any discipline from a recognized and reputed University/Institution with minimum 60% marks.
2. 5 to 7 years’ experience in any reputed organization as Office Assistant/PA/Office Secretary/ etc.
3. Additional qualifications of Degree/Diploma in Office Management/HR & Personnel Management/Finance/Library Science/Mass communication etc. will be preferred.
4. Well versed with computer applications- MS Office (Word/Excel/Power Point) & latest Internet Browsers.

**Desirable:**

1. Post Graduate/Diploma in Modern Office or Secretarial assistance and or Mass Communication with a minimum experience of 3 years in the work related to the job description.
2. Excellent communication skills.

**Job Description:**

1. Filing and retrieving Company documents.
2. Perform general office duties such as ordering supplies, maintaining records management systems and performing basic bookkeeping work.
3. Taking dictation, drafting letters/minutes, prepare agendas and make arrangements for meetings.
4. Provide travel & logistics arrangements for executives.
5. Manage and maintain schedules and appointments & meetings.
6. Process Invoices; prepare database, reports, memos, letters, and other documents, using word processing, spreadsheet etc.
7. Handling reception, managing incoming and outgoing call register, Calendar management.
8. Maintains stocks of stationery, supplies, record keeping and issuance.
9. Assist in maintaining attendance & leaves of employees for record purposes.
10. Assist in processing claims, reimbursement etc.
11. Assist in preparing salary statements, reports on income tax, rent, consultancy and others.
12. Responsible for updating administration manual, directories and other official documents.
13. Maintain confidential records.
14. Registering and updating library record keeping systems.
15. Coordinating with vendors.
16. Updating and managing the inventory of the company’s assets.
17. Any other related work assigned.

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

1. **Office Assistant**

**Essential Qualification:**

1. Graduate in any discipline from a recognized and reputed University/Institution with 60% marks. Science graduates are preferred.
2. 3 to 5 years’ experience in reputed organisations as Office Assistants/PA.
3. Additional qualification of Degree/Diploma in Office Management will be preferred.
4. 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

**Job Description**

1. Updating and managing the inventory of project’s assets and manage its store.
2. Maintain confidential records of the Company.
3. Managing the filing system of the respective team.
4. Taking dictation, drafting letters/minutes, prepare agendas and make arrangements for meetings.
5. Handling reception, managing incoming and outgoing call register, Calendar management.
6. Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
7. Maintain and update team’s database and mailing lists.
8. Maintain official stationery, files, documents and relevant papers.
9. Provide travel and logistics arrangements for executives.
10. Manage and maintain schedules and appointments.
11. Any other related work assigned.

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