

**1. HR-SS/02 – 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 any reputed organisation as Office Assistant / 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:**

Diploma / Degree in Library Science/ Corporate Services with experience of two years in IT Management.

**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. Take 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.

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