

Position: Office assistant-cum-DEO

Eligibility:

- Maximum age not above 30 years as on 01.02.2021
- Graduate with computer skills typing, use of computer, fax machine, photocopier
- Experience in computer and Office related works for a minimum period of two year
- Languages-fluent good working knowledge of written and spoken English and Hindi
- Email and Internet skills.
- Excel or other spreadsheet skills.

Job role:

- Reception duties meeting visitors, answering the telephone
- Drafting and typing letters and other office documents
- Data entry of the progress and other data-sheets as prescribed
- Photocopy and fax documents as required.
- Assist in the preparations of minutes for events such as workshop, conferences, meeting etc.
- Other duties as required and instructed by the reporting officer.