

# BECOME A PART OF SOMETHING GREAT



**C. V. Raman**  
**Global University**  
ODISHA BHUBANESWAR INDIA

## Position: Administrative Officer

This position involves serving as the primary point of contact for all university facilities and providing Leadership and Management for Security, Canteen, Housekeeping, Hostel and Transportation.



### Key Qualifications & Skills:

- Qualification: BA/B.Sc/B.Com (with a good academic track)
- Good knowledge of computers – proficient in Windows and Microsoft Office applications (Word, Excel, etc.).
- Good communication skills – fluent in Hindi, and good command of English.
- Ability to learn and work independently.
- Strong problem-solving skills.
- Basic organisational and administrative skills.
- Ability to multitask and work under pressure.
- Ex-servicemen/Ex-army personnel within the age group of 45-50 years will be given preference.

- **Experience : 1-2 Years**
- **CTC: 5 LPA - 5.4 LPA**

### Place of Work:

C.V. Raman Global University Bidyanagar,  
Mahura, Bhubaneswar-752054, Odisha

***Apply Now!***

**<https://recruitment.cgu-odisha.ac.in>**

**Contact:**

**9040097244**