

Position: Office Executive (Hostel / Civil Construction)

Duties and responsibilities:

1. To undertake direct responsibility in respect of such important/confidential matters as may be assigned by the superiors.
2. To ensure that the files, documents and data maintained properly.
3. To maintain order and discipline in the assigned office.
4. To ensure efficient management and coordination of work in the sections;
5. To guide the staff in the disposal of complicated and intricate cases;
6. To keep up-to-date reference books, guard files, precedent books, office order file etc;
7. To extend full cooperation to all his colleagues and superiors;
8. To comply with security instructions;
9. To perform such other duties as may be assigned to him from time to time

Educational Qualification& Experience:

1. MBA with 60% throughout career.
2. Minimum 3years' experience required.
3. Working knowledge of computer and MS office Package. Additionally, knowledge in AUTO CAD is preferable.
4. Working at educational institutes/construction companies may be given preferences.