

JOB DESCRIPTION

1. Post: **Sr. Executive Assistant/Executive Assistant - (Travel Desk)**

Name of Post	Sr. Executive Assistant/Executive Assistant -Travel Desk
Level	Pay Level – 6/7 of 7CPC
No. of positions	01
Place of Posting	Delhi
Job Responsibility	<ul style="list-style-type: none"> • Research, plan, and arrange itineraries, including flights and accommodations upon staff requests • Handle all bookings using the appropriate procedure define by the organization. • Ensure all arrangements are confirmed and properly coordinated. • Handle any issues or changes to travel arrangements as requested by staff. • Ensure all necessary travel documents, including visas, insurance, tickets, invoices and other related supporting paperwork are processed for timely payment. • Monthly Basis Car Contract Management, Short Term Car Contract Management and Outstation Contract Management • Verification of Invoices and supporting documents and Bill processing for payment travel and hotel bookings
Essential Qualifications	<ul style="list-style-type: none"> • Graduation in any discipline (60% or equivalent and above marks) from a university recognized by Govt. of India • Minimum 5 years' experience in admin related field out of which 2 years of work experience should be in the field of Ticketing (air)
Desirable Qualifications	<ul style="list-style-type: none"> • Proficiency in Microsoft Office • Excellent interpersonal skills • Attention to detail. • Ability to manage and handle multiple tasks • Typing Speed: - 30-35 Words
Age	<ul style="list-style-type: none"> • 35 years as on last date of submission of application as mentioned in advt. (Relaxation according to Govt. of India instructions) <p>GEN/EWS CATEGORY: Not exceeding 35 years as on last date of advt. OBC CATEGORY : Not exceeding 38 years as on last date of advt. SC/ST /PH CATEGORY: Not exceeding 40 years as on last date of advt Ex-Servicemen : As per Govt. Of India norms</p>

2. Post: **Sr. Executive Assistant/Executive Assistant - (Estate Management)**

Name of Post	Sr. Executive Assistant/Executive Assistant -Estate Management
Level	Pay Level – 6/7 of 7CPC
No. of positions	01
Place of Posting	Delhi
Job Responsibility	<ul style="list-style-type: none"> • Management of housekeeping and horticulture • Manage Outsourced Housekeeping & Horticulture staff • Maintain proper checklist against the estate management activities • Tracking & closure of escalated issues in the estate management • Oversee office premises and work on the well maintenance and upgradation of company infrastructure all the time. • Support daily operations and plan efficient administrative procedures. • Facilitate in organizing office activities • Compliance with Labour Laws • Payment of license fee/other operation related fees of state Government/municipalities • Verification of Invoices and supporting documents and Bill processing for services rendered for estate management
Essential Qualifications	<ul style="list-style-type: none"> • Graduation in any discipline (60% or equivalent and above marks) from a university recognized by Govt. of India • Minimum 5 years' experience in admin related field out of which 2 years of work experience should be in the estate management activities.
Desirable Qualifications	<ul style="list-style-type: none"> • Proficiency in Microsoft Office • Excellent interpersonal skills • Attention to details. • Ability to manage and handle multiple tasks • Typing Speed: - 30-35 Words
Age	<ul style="list-style-type: none"> • 35 years as on last date of submission of application as mentioned in advt. (Relaxation according to Govt. of India instructions) <p>GEN/EWS CATEGORY: Not exceeding 35 years as on last date of advt. OBC CATEGORY : Not exceeding 38 years as on last date of advt. SC/ST /PH CATEGORY: Not exceeding 40 years as on last date of advt. Ex-Servicemen : As per Govt. Of India norms</p>

3. Post: **Sr. Executive Assistant/Executive Assistant – (Communication)**

Name of Post	Sr. Executive Assistant/Executive Assistant -Communication
Level	Pay Level – 6/7 of 7th CPC
No. of positions	01
Place of Posting	Delhi
Job Responsibility	<ul style="list-style-type: none"> • Responsible for the supervision of all PBX operators in accordance with office standards. • Provide prompt, courteous and efficient handling of all incoming calls and assistance for outgoing calls which transpire through PBX. • Monitor telephone system problems and maintain log of such. • Assist in emergency situations as central communication center for the office. • Support the maintenance of the company's telecommunications system. • Maintain the civil lines, DTH connections, PBX and telephone services of the organization.
Essential Qualifications	<ul style="list-style-type: none"> • Graduation in any discipline (60% or equivalent and above marks) from a university recognized by Govt. of India • Minimum 5 years' experience in admin related field out of which 2 years of experience should be in PBX or related industry.
Desirable Qualifications	<ul style="list-style-type: none"> • Able to work in a high-volume area, detail oriented and possess problem-solving skills. • Typing speed of minimum 30 to 35 words per minute. • Knowledge of Excel • Ex–Servicemen (Junior Commissioner Officer Cadre) from Communication Branch of Army/Navy/Air Force or its equivalent from CAPF/State Police is preferred.
Age	<ul style="list-style-type: none"> • 35 years as on last date of submission of application as mentioned in advt. (Relaxation according to Govt. of India instructions) <p>GEN/EWS CATEGORY: Not exceeding 35 years as on last date of advt. OBC CATEGORY : Not exceeding 38 years as on last date of advt. SC/ST /PH CATEGORY: Not exceeding 40 years as on last date of advt. Ex-Servicemen : As per Govt. Of India norms</p>