



Biotech Consortium India Limited (BCIL), New Delhi
Requires
Personal Assistant (PA) on Contract Basis

Position	:	Personal Assistant (PA)
No. of Positions	:	One (1)
Educational Qualification	:	<ol style="list-style-type: none">1. Graduate in any discipline from recognized University2. Diploma / Certificate in Office Management & Secretariat Procedure OR equivalent from recognized / reputed institution.
Experience	:	3 - 5 years of working experience in reputed organization. Candidate(s) having post-graduation and familiarity with Government/PSU system would be given preference. Proficiency in English language (both writing & speaking) and good typing speed is must.
Job Description	:	<ul style="list-style-type: none">• Coordination with government officers• Handling telephone calls, fixing appointments, organizing meetings, scrutinizing files, etc• Preparation of power point presentations, spread sheets, graphs/diagrams, etc using latest tools & techniques• Drafting of notes, briefs, email responses• Manages the work of back office• Maintain records, prepares reports, and composes correspondence related to work
Desirable:	:	<ul style="list-style-type: none">• Working experience in Government setup/PSUs is preferred• Thorough knowledge of MS Office, Power Pont and Excel• Experience in electronic document management systems.• Excellent verbal and written communication skills
Job Type	:	Full time
Job Location	:	New Delhi
Consolidated Emoluments	:	Between Rs. 3.60 lakhs to Rs. 5.00 lakhs per annum depending on the qualification and relevant experience

The above post is contractual, initially for a period of one year with a scope of further extension depending on the performance. Interested candidates are requested to apply as per the attached format (in MS Excel format) alongwith detailed resume (in MS Word) and be sent to career@biotech.co.in on or before **November 10, 2018**

[Only Short-listed Candidates will be called for a Personal Interview]