



PERFECT INVESTIGATION & PERSONNEL SERVICES PVT. LTD.

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AN - EX - SERVICEMAN ENTERPRISE



ISO 9001:2015

Applications giving complete bio-data, Qualification, experience are invited immediately but not later than 20th Oct 2022 from desirable candidates for the following on out source basis with a required educational institute at Gandhinagar.

Application may be forwarded to above e-mail address rpc@perfectinvestigation.com

Requirement of Administrative Assistant on outsource basis at IIIT Vadodara, Gandhinagar

Name of the Post	Administrative Assistant (on outsource basis)
No of Vacancy	05 (Five)
Essential Education Experience and Qualification	(i) At least 1 year of relevant experience. (ii) Graduation with minimum 55% marks. (iii) Individual should be able to work efficiently on various computer applications like MS Office, MS Excel etc. (iv) Knowledge of accountancy and tally software for account section position . (v) Individual should have good English writing and speaking skills. (vi) Individual should be able to handle internal and external telephone calls. (vii) Individual should be able to handle field job e.g. Bus Management, Cab management, Housekeeping and Security Staff, Dealing with PWD department, outside agency/ vendor etc. (viii) Individual should possess knowledge of inventory management for store section position .
Desirable Qualification	(i) Individual should have pleasing personality.
Mode of Selection	Written Test cum Personal Interaction
Remuneration	INR 22000/- to 40000/-