Administration Assistant: (01- POST)

Name of the Post	Administration Assistant
Location	Mumbai
Job Description	• Carry out standard duties assigned by the Administrative Head/ Registrar. • Create written and typed reports, including memos and official letters. • Provide required assistance for administrative requirements of academic teams. • assist in the general administration and maintenance of • infrastructure and estate. • Assist the Administrative Head in various activities about estate • management, liaison with various authorities (inter-department & external), guest management, etc • The Administration Assistant shall be responsible for reporting to the Administrative Head/Registrar/Vice-Chancellor.
Qualification & Experience	1. A Bachelor's degree in a relevant field may be preferred 2. 2-5 years of experience working in an office setting and performing administrative work 3. Advanced knowledge of MS Word, MS Excel, etc 4. Typing in Marathi & creating note in the formats needed at Government level. 5. Strong familiarity with office communication tools, such as Emails, Fax 6. Ability to type in English and Marathi / Stenography preferred 7. Written and spoken fluency in English / Marathi.☐ Candidate with experience of working in a University/ College/ Academic Institution/ 8. Government of Maharashtra/ Similar Organizations shall be preferred 9. Retired Officials from the Government of Maharashtra may also be considered for 10. engagement as per the guidelines of the General Administration Department, Government of Maharashtra Government Resolution dated 17th December 2016. 11. Selection Process: Written Test, Typing Test, Interview
Salary	INR-**38600/-** per month [Consolidated]