

## EKLAVYA, BHOPAL

### Post - Administrative Executive

#### Profile and Competencies

- Bilingual (Hindi and English) reading and writing skills
- Computer skills – Proficient in MS Word, MS Excel, good typing speed
- Knowledge of Hindi typing would be useful
- Used to working in internet environment
- Handling routine correspondence and tracking organization communications
- Secretarial assistance to Director / EO / FAO/ AO
- Organisational Record filing and referencing
- Personnel filing
- Handling Organizational medical insurance, Provident Fund, Gratuity, etc issues
- Provide input into generation of quarterly MIS
- Other tasks of similar nature
- Minimum qualification – Graduation (unless person has an exceptional skill-set)
- Experience of some kind of administrative work would be preferred, but not mandatory

Contract period – 1 Year (renewable after review)

Expected remuneration – 10,000 to 12,000 – According to skill-set and experience

Send in CV by 10<sup>th</sup> June 2011. Provide two references.

By email to [recruitment@eklavya.in](mailto:recruitment@eklavya.in)

Or by Post to

Executive Officer

**Eklavya**

E-10, BDA Colony, Shankar Nagar,

Shivaji Nagar, Bhopal - 462 016

Ph: (755) 255 0976, 267 1017, 255 1109

[www.eklavya.in](http://www.eklavya.in)