

Secretarial Assistant – Quality Improvement Division

Roles & Responsibility

1. Secretarial assistance
2. Managing appointments
3. Office management including file maintenance & processing
4. Maintaining meeting schedules and recording minutes of meetings
5. Facilitating travel plans
6. Documentation.
7. Any other work as assigned by the Advisor, Quality Improvement.

Competencies and Experience:

I. ESSENTIAL

1. Graduate in any stream with degree/diploma in secretarial practices.
2. 3-4 years of post qualification work experience as an office secretary.
3. Typing (Speed – 35 wpm)
4. Excellent administrative, organizational and planning skills with attention to details
5. Computer Literacy with knowledge and experience of MS office, Excel and power point.
6. Knowledge of Filing, Indexing and Document Management.
7. Excellent writing and verbal communication skills.
8. Proficient in drafting notes and letters in English

II. DESIRABLE

- a. Shorthand with reasonable speed
- b. Should have some working knowledge of accounting like preparation of voucher, scrutiny of travel claims, etc
- c. Knowledge of Accounting software would be an added advantage

Age: Below 35 years (maximum age will be counted from the last date for receiving the applications).

The eligible candidates should send their applications by email to nhsrsrc.qi.recruitment@gmail.com or by post to HR Manager, NHSEC, NIHFV Campus, Baba Gang Nath Marg, Munirka, New Delhi – 110067. Make sure to mention post applied for, on the envelope (in post) and subject-line (in email), without which applications will not be accepted.

Last date for receiving applications is 5th August 2011.