

12 February 2016

Jain University invites applications for the post of **Personal Assistant** for its constituent campus in Bangalore.

A secretary provides both clerical and administrative support to professionals, either as part of a team or individually. The work involves both written and oral communication, word processing and typing, and requires relevant skills such as IT, organizational and presentation skills, as well as the ability to multi-task.

Minimum qualification:

- Bachelor's degree or Master's degree from a UGC recognized Institute/University in any discipline
- Very good knowledge of data processing and computation required at work
- At least one year of experience working as Personal Assistant

Skills & attributes:

Candidates with the following abilities are encouraged to apply.

- Excellent oral and written communication skills with ability to write and speak persuasively
- Knowledge on MS office such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and to maintain presentations, records, spreadsheets and databases
- Project management skills

Job roles & responsibilities:

- Word processing
- Letter writing, reports regeneration
- Answering telephone and email enquiries
- Creating and maintaining filing systems
- Scheduling and attending meetings, creating agendas and taking minutes - shorthand may be required
- Keeping diaries and arranging appointments

Interested candidates may send their resumes supported by copies of all certificates, mark sheets, evidence of experience to the below mentioned address.

Relaxation in educational qualifications, experience, age, etc. in the case of reserved category candidates will be given as per rules. Candidates belonging to SC / ST category must submit appropriate certificates issued by the competent authority recently as per the format prescribed by the Government of India.

The applications should reach Jain University at the address given below within 07 days from the date of this job posting.

Registrar

Jain University

#44/4, District Fund Road, Jayanagar 9th Block

Behind Big Bazaar, Near Bangalore Central ,Bangalore - 560 069

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