



OFFICE ASSISTANT

JOB PROFILE

Responsible for taking dictation, transcription, maintaining files, documentation, follow-up, etc. Good written and oral language skills.

JOB DESCRIPTION

- Well conversant with MS Office and Internet
- Capable of independent correspondence
- Good communication and inter personal skills

QUALIFICATIONS

Graduate in any discipline. Certificate in Computer Applications will be advantageous.

EXPERIENCE

Around 8 - 10 years experience in a manufacturing Company.

AGE

Energetic superannuated persons may also apply.

General:

- I. Preference will be given to SC/ST/OBC candidates. Relaxations will be as per Government directives. Remuneration will be commensurate with qualifications and experience and relaxations in experience, qualifications, etc. will be made only in case of deserving candidates. Eligible candidates should forward their applications to Dy. General Manager (IM & CN), Biecto Lawrie Ltd., P-54 Hide Road Extension, Kolkata 700 088, indicating the position applied for, within fifteen(15) days from the date of this advertisement.
- II. Those working in Govt./ PSU should apply through proper channel or produce a "No Objection Certificate" from their present employer at the time of Interview, in case they are short-listed. Incomplete applications shall be liable for rejection.