



**OFFICE ASSISTANT - Number of POSTS - 3**  
**Contractual Position**

**Desired Candidate Profile:**

Should be a Graduate with fluency in English, and should have excellent working Knowledge of Microsoft Excel, MSWord, etc. Must be willing to do outdoor work and travel, as per operational requirements.

**Job Description:**

- Coordination and handling day to day office activities
- Preparation of Tender / Purchase documents, etc.
- Supplier / Material Follow Up, etc.
- Maintaining daily reports, MIS, etc
- Office Correspondence
- Outdoor visits when required

Only male candidates need to apply

**Age Limit:** within 32 years

**EXPERIENCE**

Around 2-3 years experience in a manufacturing Company.

GENERAL: Preference will be given to SC/ST/OBC candidates. Relaxations will be as per Government directives. Remuneration will be commensurate with experience and qualifications and relaxation in qualifications, experience, etc., will be made only in the case of deserving candidates. 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 application forms shall be liable for rejection.

Eligible candidates should forward their applications to GM(HR&ICT), Biecco Lawrie Limited, P-54 Hide Road Extension, Kolkata 700 088 within seven(7) days from the date of this posting.