



## 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: 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 THROUGH POST ONLY to DGM(HR&IM), Bienco Lawrie Limited, P-54 Hide Road Extension, Kolkata 700 088 within fifteen (15) days from the date of publication of the advertisement.