

## Job Advertisement

### Opportunities In NSAI Secretariat for Office Executive (One Position)

#### Office Executive

#### Job Responsibilities:

- Day-to-day office administration and coordination
- Handling emails, letters, courier, and documentation
- Maintaining records, files, and office correspondence
- Supporting NSAI Membership related work
- Coordinating with members, vendors, and staff
- Managing social media platforms (Facebook, Instagram, LinkedIn, X, YouTube, etc.)
- Creating and uploading posts, reels, and promotional content
- Coordinating with the team for events, meetings, and campaigns
- Responding to emails, in-person enquiries, and social media queries/messages
- Maintaining website and digital presence
- Supporting accounts system, bank operations, office maintenance, stock maintenance, HR work, etc.

#### Skills Required:

- Knowledge of social media handling and digital marketing
- Basic graphic designing and content writing skills
- Good communication skills
- Knowledge of Canva, MS Office, MS Excel, and basic video editing preferred

#### Qualification:

Graduate/Post Graduate required.

**Experience:** 0-2 Years

#### 📍 Location:

#### **National Seed Association of India (NSAI)**

909, Surya Kiran Building,  
19, Kasturba Gandhi Marg,  
New Delhi – 110001

✉ Interested candidates may send their resume to:

[yashpal.saini@nsai.co.in](mailto:yashpal.saini@nsai.co.in)

📞 Contact:

Ph: 011-43533241-43: Mob: 8375082596

💰 **Salary: Negotiable based on experience and skills.**