

JOB OPPORTUNITY IN NSAI SECRETARIAT FOR OFFICE EXECUTIVE-CUM-RECEPTIONIST (ONE POSITION)

Qualification:

Graduate/Post Graduate required.

Qualities Required

- Greeting visitors
- Managing security and telecommunications systems
- Handling queries and complaints via phone, email and general correspondence
- Transferring calls as necessary
- Taking and ensuring messages are passed to the appropriate staff member in time
- Receiving, sorting, distributing and dispatching daily mail
- Handling travel arrangements
- Managing office inventory such as stationery, equipment and furniture
- Overseeing office services like cleaners and maintenance service providers
- Assisting the HR team
- Maintaining safety and hygiene standards
- manage the day-to-day handling of all social media channels such as LinkedIn, Facebook, Twitter, Instagram and YouTube, adapting content to suit different channels
- manage and facilitate social media communities by responding to social media posts and developing discussions

Experience: 0-2 Years

Emoluments: Negotiable based on qualification and Experience

How to Apply:

Interested candidates are invited to send their CV along with a cover letter to yashpal.saini@nsai.co.in by 28th February 2025. Please mention "Application for Office Executive-cum-receptionist – NSAI Secretariat" in the subject line.