

Job Description

Junior Executive

Responsibilities:

1. Type all kinds of letters and circulars originated by the Head of the University or the Departments.
2. Transcribe, record, fax and file documents.
3. Welcome clients and offer them refreshments.
4. Maintain filing, database systems, and inventories.
5. Operate office equipment such as computers, photocopiers and fax machines, etc.
6. Sort and forward incoming mail and emails, and prepare and send outgoing mails/emails.
7. Book and prepare meeting rooms and ensure that all arrangements including refreshments are available.
8. Assist to Book flights and accommodation if required.
9. Coordinate activities and disseminate information to office staff.
10. To keep the records of Admission process.
11. To maintain the admission process by filling the forms with relevant documents.
12. To prepare the documents all the required permission proposals and legal documents for submission at Respective Departments.
13. To maintain Inward & Outward Entry in Register.
14. To maintain various office files.
15. To Prepare Student leaving Certificate; Bonafide Certificate. Update and enrol student information data entry in software.
16. Well acquainted with MS Office suite.
17. To maintain all the bills and Voucher files.
18. Interaction with the students and help the students.
19. To keep the office functional and maintain punctuality.
20. To perform any other duties allotted by the Head of the University or the Head of the Department, time to time.

Job Requirements:

1. Graduate in any discipline with 2 to 5 years of relevant experience.
2. Certificate in office administration or associate's degree in office management preferred.
3. Good communication in English and Tamil
4. Strong Computer skills and working knowledge of Microsoft Office.
5. Expected typing speed 30-45 words per minute
6. Time management and organizational skills.
7. Attention to detail.
8. Personable demeanour.