



INDO-GERMAN SCIENCE & TECHNOLOGY CENTRE

Plot No. 102, Institutional Area, Sector - 44, Gurgaon - 122003, India

Walk-In interview for the post of Office Executive at Indo-German Science & Technology Centre (IGSTC), against leave vacancy for approximately 5-6 months.

Essential Qualifications: Graduate with excellent English and Communication skills.

Desirable Attributes: Pleasing personality, ability to handle office correspondence efficiently and independently, proficiency in working with computers, ability or experience in organising meetings/conferences and travel arrangements.

Interested candidate can send their resume at admin.igstc@igstc.org and walk in for the Interview after telephonic confirmation at IGSTC Secretariat, Plot No. 102, Institutional Area, Sector - 44, Gurgaon – 122003 Tel: +91-1244929400.

Tasks and Responsibilities for Office Executive: -

1. Attend incoming telephone calls and diverting the calls to the concerned officials of IGSTC.
2. Draft the minutes of meetings.
3. Draft all official mails, office notes and other documents for the office.
4. Arrange logistics for IGSTC Meetings
5. Maintain Attendance Register for all the officials of IGSTC and take action on leave application submitted by the officials.
6. Arrange logistics for the IGSTC officials, guests and visitors for attending meetings, seminars, workshops, etc.
7. Any other tasks assigned by the Management.

This issues with the approval of the Director IGSTC

(Sd/- 04.10.2018)

Manager (Accounts & Administration)