***Responsibilities :***

* ***Organize office and assist associates in ways that optimize procedures***
* ***Sort and distribute communications in a timely manner***
* ***Create and update records ensuring the accuracy and validity of information***
* ***Schedule and plan meetings and appointments***
* ***Monitor the level of supplies and handle shortages***
* ***Resolve office-related malfunctions and respond to requests or issues.***
* ***Coordinate with other departments to ensure compliance with established policies.***
* ***Maintain trusting relationships with suppliers, customers, and colleagues.***
* ***Perform receptionist duties when needed.***

***Requirements and skills :***

* ***Proven experience as a back-office assistant, office assistant, or in another relevant administrative role.***
* ***Knowledge of back-office computers.***
* ***Working knowledge of office equipment.***
* ***Thorough understanding of office management procedures.***
* ***Excellent organizational and time management skills.***
* ***Typing speed 25 - 30 words per minute in Hindi & English.***
* ***Excellent written and verbal communication skills***
* ***Proficiency in MS Office.***
* ***Candidate should have completed any Bachelor degree with any recognized college & University.***
* ***The candidate must be local to Bhopal and able to join immediately***

***Contact :***

***Interested candidates can send their resumes to ankit.hr@peoplesuniversity.edu.in***