

Applicants are required to appear for Walk-In/ Virtual Interview (request for Online interview with prior intimation to hr@kiht.in before **17th October 2022** may be considered) for Interview on **19th October 2022** at 11.00 am to the Office of KIHT, Kalam Convention Centre, AMTZ Campus, Pragati Maidan, VM Steel Project SO, Visakhapatnam-530031, with certificates, pay-slips of previous three months, experience certificates and other documents

Administrative Assistant - CoE

Terms of Reference:

1. Manage and organise meeting schedules effectively and efficiently
2. Coordinate and liaise with team members to track the progress
3. Handle critical communications with government and private officials
4. Manage deadlines, stakeholders, vendors, procurement and logistics.
5. Any other miscellaneous tasks to assist in different projects

Eligibility:

1. Qualification: Any bachelor's / Master's degree in Arts, Science, Commerce, Finance, Management etc.
2. Experience: Minimum 1 to 2 years of experience in the administrative/HR domains
3. HR Management or Event Management experience is a plus.
4. Experience in Accountancy & Taxation would be considered a plus
5. Must have advanced proficiency with Microsoft Office (Excel, Word & PPT)
6. Must have good communication, presentation skills, analytical and interpersonal abilities
7. Must have Team Spirit, Agility, time management, prioritising and the ability to handle a complex and varied workload.
8. Must maintain confidentiality and discretion in all aspects and be comfortable with flexible working schedule to meet the needs of the Company
9. Should demonstrate the ability to handle urgent matters, multiple tasks simultaneously
10. Age Up to 35 years