

Applicants are required to appear for Walk-In/ Virtual Interview (request for Online interview with prior intimation to [hr@kiht.in](mailto:hr@kiht.in) before 17.10.2021 may be considered) for Interview on **19.10.2021 at 10.30 am** to the Office of KIHT, AMTZ Campus, Pragati Maidan, VM Steel Project SO, Visakhapatnam-530031, with certificates, pay-slips of previous three months, experience certificates and other documents.

### **Assistant – Administration**

#### **Terms of Reference:**

1. To Provide administrative support to ensure efficient operations of office.
2. To coordinate for Food Arrangements.
3. Answering phone calls and providing general support to visitors.
4. To carry out administrative duties such as filing, typing, copying, scanning etc.
5. Make travel arrangements such as booking flights, cars, and hotel or restaurant reservations.
6. Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
7. Undertake the assignments, which may be assigned from time to time.

#### **Eligibility:**

1. Qualification: Any Bachelor's / Master's degree in Arts, Science, Commerce, Finance, Management etc.
2. Experience: Minimum 2-3 years of experience in relevant field required.
3. Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
4. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
5. Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritising and the ability to handle a complex and varied workload.
6. Must maintain confidentiality and discretion in all aspects and be comfortable with flexible working schedule to meet the needs of the Company.
7. Willingness to Travel.
8. Ability to handle urgent matters, multiple tasks, simultaneously and quickly complete the assigned tasks
9. Age above 25 years.