

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 **30<sup>th</sup> April 2023** may be considered) for Interview on **02<sup>nd</sup> May 2023** 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.

### **Consultant – Administrative Support**

#### **Terms of Reference**

1. Formulate Administrative/Office orders
2. Maintaining records and files
3. Assisting in generation of files, notes, office documents
4. Assistance in upkeep of office spaces, fixing of appointments, maintaining official calendars
5. Assisting in non-supervisory level office work which of the nature of documentation
6. Undertake other assignments, which may be assigned from time to time.

#### **Eligibility:**

1. Any Graduate / Masters with Previous work experience in similar positions and functions of administrative support.
2. At least 3-5years of post basic qualification work experience in the relevant area.
3. Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power point & Web surfing to search relevant data & documents.
4. Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
5. Demonstrated ability to work in a multi-disciplinary team environment.
6. Age up to 35 years.