

## **Job Description**

### **DUTIES AND RESPONSIBILITIES**

1. Performs various routine clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; maintaining calendars; scheduling meetings; keyboarding information into databases; making photocopies; performing data entry; faxing documents; typing; and word processing.
2. Processes, receives, sorts, and distributes a variety of correspondence, deliveries, and mail.
3. Responds to requests for information from the general public, students, administrators, and/or other interested parties; answers routine questions; directs visitors to appropriate locations.
4. Files documents alphabetically, numerically, or by other prescribed methods.
5. Prepares, reviews, and/or processes a variety of routine correspondence, reports, logs, information, paperwork, invoices, forms, agreements, flyers, brochures, invitations, and/or other related information in assigned area of responsibility; keys information into applicable spreadsheets and/or databases.
6. Monitors and restocks office supplies and materials.
7. Positions in this classification may perform all or some of the responsibilities above and all positions perform other related duties as assigned.

### **Desired Candidate Profile**

Candidate must have Knowledge of Modern office procedures, methods, and equipment; Basic filing and recordkeeping principles.

- Filing;
- Using modern office equipment;
- Working with diverse academic, cultural, and ethnic backgrounds of community college students and staff;
- Utilizing computer technology used for communication, data gathering, and reporting;
- **Communicating effectively through oral and written mediums.**
- **Typing Speed must be 35 W.P.M (English) 25 W.P.M (Hindi).**
- The candidate must be local from Bhopal and can join immediately.
- **Location:** Bhopal | **Experience:** 0 - 2 Years

### **Contact**

Interested Candidates may send their resume to [garima.hr@peoplesuniversity.edu.in](mailto:garima.hr@peoplesuniversity.edu.in) / [shivendra.hr@peoplesuniversity.edu.in](mailto:shivendra.hr@peoplesuniversity.edu.in) or can call on 0755 – 4005059/5026.