

Immediate Requirement of Secretary/Stenographer

Qualification: Any Graduate preferably with English as one subject

Experience: 5 – 10 years

Skill Set:

- should have minimum 80 w.p.m. in English Shorthand & 40 w.p.m. in English Typewriting
- Should have office management skills. Preference will be given to those who have worked with senior officers like General Manager, Director, MD/Chairman
- Person with conducting meetings/board meetings/preparation of minutes/reply of mails and other communication will be given preference

Engagement: On contract basis

Remuneration: commensurate with experience and skill set

Applications will be sent at the earliest latest by **5th December 2016** at kavitasharma.scope@gmail.com

Persons having worked in PSU or any Govt. Organizations will be given preference.