

## Immediate Requirement of Stenographer/ Personal Secretary

**Qualification(s):** Any Graduate. BA/ MA – English, will be preferred.

**Experience:** 5 years plus.

**Key Skills Required:** Good Shorthand (Minimum 80 w.p.m) & typing (40 w.p.m) and office management skills.

### **Job Description**

- Taking dictation in shorthand, drafting letters & follow up e-mail independently.
- Dealing with incoming email and post, corresponding on behalf of the concerned.
- Respond to emails, filter emails, highlight urgent correspondence and print attachments.
- Taking notes and managing meeting minutes, agendas and meeting packages.
- To provide end to end secretarial service and maintain calendar, schedules appointments and meetings.
- To assist the DG in conducting the Board Meeting/Audit Committee/AGM of the Company.
- To monitor follow up action taken after the meetings, and maintain a rolling agenda.
- To maintain Board and Committee records including papers, minutes, the indices of reports considered and of delegated authorities.
- To organise meetings as advised.
- Travel Arrangements - coordinating with our travel agents & internal staff, booking tickets, hotels etc.
- Managing files, noting, databases & handling correspondence.
- Organizing and attending meetings to ensure arrangements made prior.
- Organize internal & external meetings & manage calendar.
- Ability to independently handle day to day tasks for the DG.
- Updates and maintains phone lists for CEOs/ Directors/ Key Executives.
- Answers and directs calls and emails of the CEO of a general nature.
- Good computer literacy (MS Office, Excel, PowerPoint) with both shorthand and typing skills.
- Excellent communication skills, both verbal and written.

**Employment: On contract basis. Remuneration commensurate with experience. Persons with good experience of stenography & secretarial services from PSUs/Government background will be preferred.**

**Applications may be sent within a week's time and latest by 30.12.2016 to:**

Standing Conference of Public Enterprises (SCOPE)  
Core - 8, 1st Floor, SCOPE Complex  
7, Lodhi Road  
New Delhi- 110003

Or, by mail at:

[zaman.scope@gmail.com](mailto:zaman.scope@gmail.com); [kavitasharma.scope@gmail.com](mailto:kavitasharma.scope@gmail.com)