

Advertisements

Indian Buildings Congress (IBC) invites Applications for following positions on Contractual basis. Office Secretary – 1 Nos. Account Assistant – 1 Nos. For job profile and other details, please refer IBC website at www.ibc.org.in Apply before 20/12/2024 through Email : info@ibc.org.in

Profile for Accounts Assistant

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|-----------------------|---|--|
| Post | - | Account Assistant |
| Qualification | - | B.Com in first division from any recognized University |
| Experience | - | <ul style="list-style-type: none">Must have experience of working with Tally and maintain/updating Books of Accounts- Must be Tech-Savvy and conversant with MS Office- Must be conversant with Accounting Principle, Statutory Regulation such as GST, Taxation, filing of Income Tax return etc. |
| Job Profile | - | <ul style="list-style-type: none">Maintain Accounts of IBC as per accounting principles and regulatory requirement-statement.- Preparation of Budgets, Income-Expenditure Statement- Responsible for compliances of all statutory regulation such as Income Tax, TDS, GST & others.- Assist Account Officer in all activity related to the Accounts of IBC- Any other activity that may be assigned from time to time. |
| Remuneration Offered | - | Rs 30,000/- p.m. (Consolidated) |
| Age | - | <ul style="list-style-type: none">Maximum 40 years as on 31.10.24- On Contractual Basis |
| Apply through email - | - | info@ibc.org.in by 20/12/2024 |

POST OF OFFICE SECRETARY (On Contractual Basis)

- Qualification - Graduate/BBA
- Computer Proficiency – MS Office, MS Excel, and Spreadsheets
- Experience – 10 years of working experience as back-office assistant and thorough understanding of Office Management procedures.
- Job Profile:- Organise and assist in back-office operations
 - Schedule & Plan meetings and appointments
 - Maintain and update various official records & communications effectively, ensuring accuracy and validity of information
 - Co-ordinate back-office operations
 - Manage office supplies and I.T. infra
 - Perform clerical duties as per the requirement
 - Assist in organizing of Seminars, Conferences, training programmes and other events.
- Skills required: Time Management, Multi-tasking, strong in written and verbal communication, Team player, Resource fullness, Planning skills, Internet savvy including digital marketing.

The candidate shall have proven experience as a back-office assistant and thorough understanding of office management procedures.

- Age: Below 50 years as on the date of advertisement
- Remuneration offered: Rs 40,000/-(consolidated)
- Please apply by 20th Dec., 2024 through email info@ibc.org.in