

Job Opportunity: Experienced Executive Secretary Wanted

Are you a highly skilled executive Secretary with a decade of office experience? We're seeking a talented individual to join our team at Indian Buildings Congress.

Job Description:

- .Position: Executive Secretary
- .Experience: Minimum 10 years in office settings
- .Location: Indian Buildings Congress, New Delhi
- .Competitive emoluments, perks, and privileges.

Key Responsibilities:

- .Accurate transcription and record-keeping
- .Efficient organization of office documents
- .Managing appointments and schedules
- .Coordinating meetings and events related to technical matters
- .Providing administrative support

Why Join Us?

- .Generous package
- .Attractive perks and benefits
- .Opportunities for growth and advancement
- .A supportive and inclusive work environment

Qualifications:

- .Proficient in stenography and transcription
- .Excellent organizational skills
- .Strong communication abilities
- .Attention to detail
- .Familiarity with office software

If you're a dedicated executive Secretary looking for a rewarding opportunity, apply now to be a part of our dynamic team! Send your resume and cover letter within 10 days to info@ibc.org.in and Indian Buildings Congress , Sector 6 R.K. Puram New Delhi-110022 (Phone 26169531)