**Receptionist cum Office Assistant**

No. of Posts: 1

Gender: Female

Age : Upto 33years

Stipend: `16,000 per month (consolidated)

Type: On contract (1 year)

Job Description:

1. Attend A-Z phone calls & transfer to the intended person
2. Maintain a register of incoming & outgoing calls
3. Receive couriers & hand it over to intended recipient
4. Update courier register on real time basis
5. Co-ordinate guest visits
6. Tasks subordinated by senior/s

Essential Qualification:

* Minimum Graduate from recognised university.
* Ability to communicate well with people efficiently.
* Ability to interact with people, Good speaking skills in English, Hindi and Marathi

Desirable:

* Pleasing personality
* Knowledge of IT, Multimedia, Internet, etc.
* Enthusiastic, self –starter.

**ADVERTISEMENT**

**Invites application from young qualified candidates. Last date of submission: 19th July 2016. Send your application to the Assistant Director (Admin), CSMVS, 159-161, M.G. Road, Fort, Mumbai 400023.**