

Job Description

Position : **Secretary- (Admin)**

Years of Experience : Minimum 5 years of experience in corporate office

Qualification : Any bachelor's degree

Computer Proficiency:

1. MS office /MS Outlook
2. Report preparation

ROLES AND RESPONSIBILITIES

1. Secretarial-Drafting, Calendar Management, Travel Management, Visa, Client communication, Excel, Word, PowerPoint presentation, Brochures.
2. Vehicle engagement -Chennai Office & other project sites
3. Mobile phone-CUG-Monitoring & EPABX Board
4. Office, Guest House Maintenance-Chennai HO and all project sites
5. Inventory of House Keeping, Stationaries and timely submission of bills
6. Timely submission of all bills to Accounts Department
7. Certification of all Inward bills
8. All project sites Administration work
9. TWIC Website Maintenance
10. Documentation including verification of DPR's, Formatting, Shorthand, Adobe photoshop etc.,
11. Submission of Tender and proposal
12. Revenue Budgeting
13. Client's follow-up
14. Payment follow-up
15. Asset Management including IT Assets located at Chennai HO and all project sites
16. Assisting for preparation of Tenders and Proposals
17. Corporate Credit card renewal
18. Any other work as may be assigned by COO from time to time