



Executive Assistant to IQAC

Job description: Navrachana University is currently accepting applications to fill the role of Executive Assistant within our Internal Quality Assurance Cell (IQAC). The successful candidate will perform skilled clerical work and provide general secretarial support to Coordinator and administrators IQAC. The Executive Assistant will be responsible for assisting with IQAC coordinator, maintaining records, and facilitating communication among Schools at Navrachana University. This position is ideal for someone who is motivated, able to prioritize work assignments as they come in, and capable of working without supervision.

Roles and responsibilities:

- Greet visitors and direct them to the coordinator IQAC or appropriate individuals
- Respond to queries in person, via telephone or email
- Develop and implement IQAC procedures
- Maintain general record systems to uphold accurate files
- Compose letters, memos, summary reports, minutes of meeting and emails
- Screen documents, book meeting rooms, set up conference calls and take messages
- Perform administrative tasks for IQAC, including filing and photocopying

Required qualification and skills:

- Diploma, Degree, or relevant certificate (English medium)
- In-depth Knowledge of Word, Excel, PowerPoint
- Able to work independently
- Friendly and professional demeanor
- Exceptional written and verbal communication skills in English
- Experience in documentation, data handling and processing (preferable)
- 1+ years' clerical experience (preferable)

Interested candidates are requested to send their detailed CV to hr@nuv.ac.in with same subject line as that of advertisement within 17 days from the date of notification.

Date of notification: July 26, 2021 (Saturday)

Last Date of receiving application: August 11, 2021 (Wednesday)