

Advertisement No. 2/2018 (ISHA)

Post: Executive Assistant

Essential Qualifications:

1. BBM/MBA; Diploma/degree in commercial practice (From a recognized institute)
2. Good English Communication Skills (Speaking & Writing).
3. Good typing skills & proper knowledge of MS Office
4. Five years of experience as an administrative assistant/executive assistant/stenographer

Desirable Qualifications:

1. Knowledge of Tally or other similar accounting software.
2. Knowledge on graphic designing, especially CORAL DRAW or PHOTO SHOP
3. Experience working in a Speech and Hearing Institute/setup or an association

Salary: Rs.25,000/- per month consolidated with annual increments (Negotiable)

Minimum Period of Contract: 12 months

Place of Work: ISHA Office, AIISH Campus, Manasagangothri, Mysuru - 06

Apply with CV; Degree certificate copy; 2 references; Experience certificate

Last date for applying: **15-12-2018**

Email soft copy to: secretary@ishaindia.org.in