

# Walk in Interview/ Online Interview for Personal Assistant to Dean and Vice-President (International Affairs)

Graphic Era (Deemed to be University) has featured in the Top 100 Universities of India, in the coveted National Institutional Ranking Framework established by the Government of India, for the past four years consecutively, with the rankings growing each year across varied domains. The University offers a perfect environment for personal and professional growth to its faculty and staff members. It invites applications from committed, enthusiastic and competent professionals to fill up the following position:

## **POSITION:**

### Personal Assistant

Personal Assistant
<b>Qualifications:</b>  UG: Any Graduate PG: Any Post Graduate
<b>Roles and Responsibilities</b> <ul style="list-style-type: none"><li>• Performing secretarial work and providing managers with day to day administrative support.</li><li>• Acting as a first point of contact for callers, dealing with emails and phone calls, and passing on messages.</li><li>• Managing diaries and organizing meetings and appointments</li><li>• Taking accurate and comprehensive notes at meetings</li></ul>
<b>Preferred candidate profile</b> <p>A Personal assistant is required to help in the office of the Dean of Science and Vice-President International Affairs. If you have excellent English written skills, meeting scheduling and data maintenance skills, you are the person we are looking for.</p>
<b><u>Salary:</u></b> As per University norms, extremely lucrative salary will be offered to the candidates with proven track record.

Applicants may send their resume in the attached **prescribed format only** and recent passport size photograph. The applications may be sent to, The HR, Graphic Era (Deemed to be University), Bell Road, Clement Town, Dehradun- 248002 or email resume to [hrd@geu.ac.in](mailto:hrd@geu.ac.in). The **prescribed format may be obtained from the University website where this advertisement has been hosted (www.geu.ac.in)**

**The last date for receipt of applications is 29 February 2024.**

