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| Srcc logo png 2 » PNG Image | SHRI RAM COLLEGE OF COMMERCE  University of Delhi, Maurice Nagar, Delhi – 110 007  Website: www.srcc.edu Phone: 27667905, 27666519 |

Date: 13.07.2020

**Advertisement for the Post of Executive Assistant to the Principal**

Applications are invited from deserving candidates for the one post of Executive Assistant to the Principal on Contractual Terms.

The Executive Assistant to the Principal, SRCC must display a high degree of initiative and proactive attitude to ensure the smooth running of the Principal’s office and provide superior executive support and initiatives in a range of duties and responsibilities, as are often applicable in educational institutions. Some such responsibilities are: providing secretarial support; drafting letters; preparing documents and reports for presentation; preparing brief for the Principal on upcoming events; appropriate documentation of material, and to liaise with stakeholders throughout the College to ensure smooth flow of information.

The person for this position will require at least a Graduation Degree, strong communication skills (verbal, written and editorial); interpersonal competence and organizational ability with relevant experience. Knowledge of Computers (MS Office and MS Excel) is important.

The remuneration will be commensurate with the Work Experience and is expected to be in the range of Rs. 5 to Rs. 6 lakhs per annum. The initial tenure of the Executive Assistant will be three years.

Interested candidates must submit the Application (Covering Letter and Curriculum Vitae) by Sunday, 4:00 pm the 19th of July, 2020 at the following email ID:

[**vacancies@srcc.du.ac.in**](mailto:vacancies@srcc.du.ac.in)

Shortlisted Candidates shall be called for an Interview. Depending upon the circumstances, a Virtual Interview may be held. The selected candidate is expected to join at the earliest but not later than two months from the date of issue of the appointment letter.

**PRINCIPAL**