



THE PENTECOSTAL ASSEMBLY SCHOOL <-> B.S.CITY- 827012

POST : RECEPTIONIST + OFFICE ASSISTANT

Nature of vacancy: 1 year Contractual

No. of post: 1 - (Female)

Eligibility:

- Min Qualification: Graduation / B.Com Preferred
- Computer Knowledge - with Basic Word / Excel Skills- 80 WPM English / 60 WPM Hindi
- Good Knowledge of English/ Hindi
- Can handle Stress and be Patient
- Be able to handle PF, ESI and other calculations
- Can do Correspondence
- Do Good Public Dealing
- Good in Maths and Basic Accounting - Experience in Tally will be an advantage
- Be able to give min. of 50 hours a week - (60 hours during financial & Academic year end)
- Be loyal and trustworthy to handle Email and Social Media
- Confident and dynamic freshers with excellent academic records may also apply.

CONTACT PERSON: School Office

HOW TO APPLY

Apply by 21.02.2021 (on the Link) - Shortlisted Candidates will be called for interview - Other applicants will be on file for 6 months in case the vacancy is not filled.

LINK TO APPLY - <https://forms.gle/fCgTxsye4KQc6Xv98>

Filling the Online form does not guarantee an interview call.

Supporting documents along with Resume can be submitted at School Office Addressed to:

The Principal
The Pentecostal Assembly School
Sector-12
Bokaro Steel City-827012