



Job Notification No : **BL/CHRD/RECT/O1/2017**

Date : **15th November, 2017**

<b>Name of the Post</b>	Secretary to Director [Manufacturing Businesses]  <b>Code : JO17-11</b>
<b>SBU / Location</b> (This is the current location for the post. However, this is an all India Advertisement. Hence, the place of posting can be anywhere in India or abroad for the current as well as future posts/ vacancies.)	Director's Office - Kolkata
<b>Job Description</b>	The incumbent will be responsible for – 1.devising and maintaining office systems, including data management and filing; 2.arranging travel, visas and accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations; 3.screening phone calls, enquiries and requests, and handling them when appropriate; 4.meeting and greeting visitors at all levels of seniority; 5.organising and maintaining diaries and making appointments; 6.dealing with incoming email, faxes and post, often corresponding on behalf of the manager; 7.carrying out background research and presenting findings; 8.producing documents, briefing papers, reports and presentations; 9.organising and attending meetings and ensuring the documents are well prepared for meetings; 10.liaising with clients, suppliers and other staff 11. Any other responsibilities assigned time to time. Note: - The above responsibilities mentioned are indicative and not exhaustive.
<b>Grade / No. of vacancies / Minimum Qualification / Max Age / Reservation Details / Eligibility of Persons with Benchmark Disability / Minimum Post Qualification Relevant Experience (years)</b>	<b>Please refer relevant columns posted corresponding to the code JO17-11</b> , Notified under Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at <a href="http://www.balmerlawrie.com/pages/currentopening">http://www.balmerlawrie.com/pages/currentopening</a>
<b>Important Dates / Application Fee / Grade, Scale of Pay and Compensation / Company Profile &amp; Other General Terms &amp; Conditions</b>	Please refer relevant section of Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at <a href="http://www.balmerlawrie.com/pages/currentopening">http://www.balmerlawrie.com/pages/currentopening</a>