

DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY

DSEU Dwarka Campus, Sector-9, Dwarka, New Delhi-110077

RECRUITMENT FOR THE POST OFFICE EXECUTIVE

Govt. of Delhi had enacted Delhi Skill and Entrepreneurship University Act 2020, Department of Law, Justice and Legislative Affairs vide its notification No. F.14(65)LA-2020/CONS2LAW/82-91 dated 26th May, 2020 has published this Act for general information (Delhi Act of 04 of 2020) conveying the assent of Hon'ble Lt. Governor of Delhi dated 26th February, 2020. An Act to provide quality education in applied sciences and skill education in various disciplines of education and to take advantage of demographic dividend; design and impart skills-oriented programmes to address the challenges of developing, trained and employable human resources for national growth.

The Delhi Skill and Entrepreneurship University (DSEU) is looking for experienced and dynamic office executives for different departments.

OFFICE EXECUTIVE

1	Name of Position	Office Executive
2	Number of Positions	10 (Ten)
3	Method or Recruitment	Contract based through open market
4	Age limit	Candidate should be below 45 years of age as on the date of advertisement
5	Period of contract	One Year (may be extended further based on discretion of the University)
6	Remuneration (per month)	Rs.40,000/-
7	Education qualification	<u>Essential</u> First class Bachelor's Degree in any field (preferably modern office practice)
8	Experience	Minimum 3 years of previous work experience as an Office Executive or at a similar position. Knowledge of computer operating systems and MS Office software like Word, Excel & PPT.
9	Job Description/ Requirements	<ul style="list-style-type: none">● To planning, organizing, coordinating and controlling office activities with a view to achieve departments objectives.● Performing basic admin duties including printing, sending emails, and ordering office supplies.

		<ul style="list-style-type: none">● Organizing staff meetings and updating calendars.● Assisting and supporting management.● To respond quickly to requests from management.● To efficiently provide reliable support to the management● To maintain database & record of all related files, office orders, contact database & handle all incoming & outgoing communications.● Create and update records ensuring accuracy and validity of information● Schedule and plan meetings and appointments● Monitor level of supplies and handle shortages● Resolve office-related malfunctions and respond to requests or issues● Coordinate with other departments to ensure compliance with established policies● Maintain trusting relationships with suppliers, staff and students● Perform receptionist duties when needed
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