

# *We Are* **HIRING**



## **Assistant of Administration**

### **Requirement :**

- Bachelor of Business Administration (BBA)/Bachelor of Commerce Degree (B. Com) Preference will be given to Master of Business Administration (MBA)
- A minimum of 2-4 years of related experience is required or an equivalent combination of education and experience
- Ability to exercise good judgment, work under pressure and deadlines, and carry out multiple tasks required.
- proficiency with MS Office/QuickBooks/ Suite/ School Management / ERP software
- Excellent communication and interpersonal skills

## **SUBMIT YOUR RESUME**

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