



<https://theadhyyan.edu.in/job/office-executives/>

## Office Executives

### Description

The Office Executive is responsible for providing administrative support to the Principal and other school administrators. They will perform a variety of tasks, including managing the school calendar, scheduling meetings, preparing reports, and handling correspondence. The ideal candidate will have excellent organizational and communication skills, as well as a strong attention to detail.

### Responsibilities

- Manage the school calendar and schedule meetings
- Prepare and distribute reports
- Handle correspondence, including emails, letters, and phone calls
- Maintain school records, such as attendance records and student files
- Provide administrative support to the Principal and other school administrators
- Order supplies and equipment
- Assist with event planning and execution
- Other duties as assigned

### Qualifications

- Bachelor's degree in a relevant field, such as business administration, office administration, or education
- 1+ year of experience in an office or administrative setting
- Excellent organizational and communication skills
- Strong attention to detail
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

### Job Benefits

- Competitive salary and benefits package
- Opportunity to work in a dynamic and supportive school environment
- Professional development opportunities
- Chance to make a positive impact on the lives of students

### Contacts

Please send your resume and a cover letter to [hr@theadhyyan.edu.in](mailto:hr@theadhyyan.edu.in)

### Hiring organization

The Adhyyan School, Meerut is a leading CBSE school in Meerut, India. We are committed to providing our students with a high-quality education that prepares them for success in college and beyond. Our school is known for its strong academic record, its dedicated faculty, and its vibrant learning environment.

### Employment Type

Full-time

### Job Location

The Adhyyan School, Meerut

### Date posted

December 5, 2023

### Valid through

20.12.2023