



<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

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