

## National eGovernance Division

Job Title	
<b>Division</b>	NeGD
<b>Designation</b>	Sr. Executive Assistant
<b>No. of Vacancies</b>	1
<b>Project</b>	UMANG
<b>Location</b>	New Delhi
<b>Qualification</b>	Graduate
<b>Job Category</b>	Contract Basis - Consolidated

### Overview

To provide administrative support, maintain various documents, arranging timely payments of UMANG infra bills etc. He/ She may be used in other projects of Digital India as well, whenever required.

### Job Description

- Assist Director (UMANG) for jobs to be assigned on day to day basis.
- Handling daily administrative work in coordination with UMANG PMU/ Project Team. Any other ad-hoc administrative jobs assigned from time to time.
- To maintain overall bills processing, office assets, etc. Ensuring timely payment for bills of telecom services company etc. for smooth operations of all facilities.
- Coordination with NeGD team for various Admin works of UMANG project team.
- Assist in preparing reports & documentation for top management.

### Required Profile

<b>Essential Qualification</b>	Graduate in any discipline
<b>Required Experience</b>	<ul style="list-style-type: none"> <li>• 3-6 years</li> <li>• Good interpersonal skills.</li> <li>• Experience in handling miscellaneous administrative/ activities, commercial activities.</li> <li>• Coordination with multiple stakeholders.</li> <li>• Working on PC with good hand over Ms Office.</li> </ul>