

DAHEJ SEZ LTD.

REQUIREMENT PROFILE FOR RECEPTIONIST

1	Company Name	Dahej SEZ Limited
2	Post	Receptionist
3	No. of Position	1 (On Contract basis)
4	Location of posting	Gandhinagar
5	Age (in years)	Not more than 30 Years
6	Gender	Male/ Female
7	Essential Qualification & Specialization	Graduate from any recognized University with minimum 55%
8	Nature of job / Key Result Areas (KRA)	1) Maintaining Inward and Outward Register & documentation, Attending Phone Calls, Letter typing etc. 2) General Administration work, etc.
9	Soft Skills requirement	<ul style="list-style-type: none">• Good Communication Skills.• Able to read, write & speak (Hindi, Gujarati & English)• Gujarati and English Typing
10	Total Minimum experience(No. of years)	2 to 3 years
11	This person will report to	Assistant Manger
12	Salary (Cost to company-CTC) p.a.(Min / Max	Rs. 12,000/- as per HRD policy of the Company
13	What is normal accepted joining period?	Immediately / 15 days / One Month
14	Documents to be submitted	1. Updated C.V. 2. Copy of Experience Certificate till date 3. Copy of Qualification Certificates