

EXECUTIVE SECRETARY

ZILLIONe is a leading technology based enterprise- wide business applications & systems solutions provider & have been recognized for the unique ability in providing our clientele with a multitude of solutions, ZILLIONe has established over 400 corporate customer relationships in more than 10 countries over the past 30 years. The only premier solution provider for SAGE ACCPAC in South Asia, ZILLIONe also holds the distinction of being the first Microsoft gold certified partner in the Country.

We are looking for a smart, energetic & proactive Lady to join our team as EXECUTIVE SECRETARY

The Job

- Overall responsibility of Secretarial Work including take down / type and transcribes dictation of minutes, reports, letters, circulars, memoranda, forms, contracts and other correspondence including those of confidential nature.
- Coordinate with HR Team/Management Team and provide assistance in monitoring their Performance Management Process.
- Coordinating and organizing meetings and timely follow up.
- Maintaining official records, schedules and files and make those readily available for reference.
- Receives, Screens Visitors / Phone Calls and arrange Schedules and set-up Appointments.

The Person

- Smart, Energetic and Proactive female below the age of 35 years
- Qualification on Secretarial Practices obtained from reputed professional institute
- Should be a Professional Icon with pleasing personality have hands on minimum of 03 years experience in similar capacity preferably in service industry.
- Be IT literate with competence of MS Office Packages.
- Ability to draft official letters independently and handle all correspondences and administrative functions in an organized manner.
- Excellent Public Relation / Interpersonal skills and Communication Skills in English.



Would you be interested in pursuing a career with us,
Please Email your resume to careers@zillione.com state
the job title as the e-mail subject. Please include a recent
photograph of your self, Names & contact details of 2 non- related
referees



ZILLIONe recruitment policy does not allow hiring of people directly employed at our customer installations