

Wanted Project Assistant

Designation : Project Assistant (1 post)

Job Description	Will be responsible for: <ul style="list-style-type: none">• Secretarial assistance to MD, KSFDC and Project Manager on all works related to project.• Document Control.• Any other works assigned by MD. KSFDC
Academic Qualification	<ul style="list-style-type: none">• Graduation from a recognised University in any discipline Preference : MBA• Additional weightage for diploma in secretarial practice or additional qualification in computers.
Experience	<ul style="list-style-type: none">• Minimum 3 years of similar experience in development of infrastructure and civil engineering projects.• Adept in working with software MS Office, MS Excel and MS PowerPoint• Proficiency in English and Malayalam typing
Maximum Age Limit	30 years
Pay	<ul style="list-style-type: none">• Rs. 20,000/- per month (Consolidated)
Terms of Engagement	<ul style="list-style-type: none">• The engagement will be for a period of one year on contract basis, which will be extended on requirement.• Other standard terms and conditions as applicable to such appointment in Government of Kerala

Address to which applications are to be sent – Managing Director, KSFDC, Chalachitra Kalabhavan, Vazhuthacaud, Thiruvananthapuram – 695 014.

Last date for submitting Application –10.02.2023 3PM