

DELHI MUMBAI INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION LIMITED

Job Description for the post of “Front Office Executive”

COMPANY PROFILE

Delhi Mumbai Industrial Corridor project vision is to create strong economic base with globally competitive environment and state of the art infrastructure to activate local commerce, enhance foreign investments and attain sustainable developments.

The project is conceived to be developed as a Global Manufacturing and Trading Hub. The project will be funded through private-public partnership, Government of India and foreign investment. The backbone of the project is the Dedicated Freight Corridor being developed by Ministry of Railway which span across 1483 km. The project is implemented by the Delhi Mumbai Industrial Corridor Development Corporation (DMICDC) Ltd., an autonomous body comprising of Government and Private Sector. The project will see major expansion of Infrastructure and Industry – including industrial clusters and rail, road, port, air connectivity – in the six states along the route of the Corridor.

It is aimed at developing an Industrial Zone spanning across six states in India i.e. States of UP, Haryana, Rajasthan, Gujarat, Madhya Pradesh and Maharashtra.

Delhi-Mumbai Industrial Corridor will undertake the development of futuristic smart cities using sustainable technology with the objective of expanding the manufacturing and services base. Substantial progress has been made since the inception of the projects in terms of master planning and now the project has entered the phase of implementation.

KEY RESPONSIBILITIES

- Attending Incoming & Outgoing calls with proper etiquettes and maintaining records for the same.
- Handling multiple telephone lines in timely manner and direct the calls to the concerned person/extension.
- Greeting and assisting visitors and guests.
- To sort out incoming mails at enquiry inbox and distribute to the concerned Department/Executive and responding them in case of any enquiries.
- Maintaining courier register.
- Receiving and sending faxes whenever required and confirm the receipt and delivery of the same.
- To perform other administrative work like supervision on Housekeeping and other administration purchases viz. stationery items, eatables, flowers or bouquets etc. whenever required.
- Being the mirror of the organization, to behave in a very professional manner and always acquiring the professional ethics.
- Taking care of dispatch, keeping records for incoming and outgoing letters.
- Maintaining of Stock Registers (First aid, Stationery, etc.)
- Maintaining files, records and documents as required.
- Handling telephonic and walk-in enquiries.

SKILLS AND KNOWLEDGE:

- The front office executive should have a pleasant personality and excellent verbal or communication skills in Hindi & English.
- Information Management Skills.
- Should be honest and have sense of integrity.
- Should be punctual and maintain the discipline of the office.
- The front desk executive should have the ability to deal with different classes of people.
- Should have good knowledge of computer (Excel, Word, Power Point and Internet)

NATIONALITY: Candidates from Indian nationality only.

PREFERABLE AGE: Should not be more than 30 years of age.

ACADEMIC & PROFESSIONAL QUALIFICATION: Candidate should be Graduate in any discipline.

EXPERIENCE: Minimum 05 years' experience. Female candidates will be preferred.

SALARY: Annual CTC approx. Rs. 3.50 Lakh

DESIGNATION, REPORTING AND JOB LOCATION

The designation shall be “**Front Office Executive**” and reporting will be to the senior officers of the company. Job location will be in Delhi.

HOW TO APPLY

Duly filled application form along with the resumes may be sent by post at the following address and it should reach this office on or before **28th June, 2019** by **17:00 HRS**.

Delhi Mumbai Industrial Corridor Development Corporation Limited

Tower-1, 08th Floor, LIC Jeevan Bharati Building,

Connaught Place, New Delhi-110001

Contact: 011-23317884-7

Email: jobs@dmicdc.com

The educational/ experience certificates need not be enclosed along with the application. The same will be called from the shortlisted candidates only.

SELECTION PROCESS

A Selection Committee will be constituted to short list, interview and recommend the candidate.

Disclaimer: This is not a Government job as DMICDC is not a Government Company.