



Personal Assistant (PA) to CFO on FTC

GIPCL is a Rs.3900 crores asset based fast growing company in the power sector with its corporate headquarters at Vadodara, and a total installed capacity of more than 1000 MW. The facilities are located at Vadodara and near Surat in Gujarat. GIPCL is currently taking giant leap in the Renewable Energy Sector by 112.4 MW Wind Power Projects and 262 MW PV based Solar Power Projects at various locations in Gujarat.

The company is professionally managed and has excellent growth track record. The company is looking for PA to CFO on FTC for the requirement at the Corporate Office situated at P.O. Ranoli -391350, Dist. Vadodara (Gujarat): -

Position: Personal Assistant (PA) to CFO on FTC

Qualification: Graduate Degree in any discipline and should possess GCC Certificate of English Shorthand with 100 W.P.M and Typing speed of 40 W.P.M.

Experience: Preferably minimum 15 years of experience as a Stenographer / Personal Secretary. Candidate should possess proficiency in English language, strong communication skills and excellent telephone manners. Ability to coordinate appointment and travel arrangements and proficiency in MS Office are essential. The candidate should have good personality to liaise with various authorities and deal politely with people at all level. Candidate who have working experience with senior executives will be preferred.

Age Limit: Preferably not more than 50 Years as on date of advertisement

Remuneration: Pay includes attractive salary; Bonus, Mediclaim reimbursement, PF, etc.

Candidates meeting with the above criteria may please forward online application within 10 days of this advertisement. Please click the link http://career.gipcl.com/job_vacancy for online application.