

GOVERNMENT OF ANDHRA PRADESH
Information Technology, Electronics & Communications Department
Andhra Pradesh State Innovation Society

| SN | Item | Description |
|----|-----------------|---|
| 8 | Post | Jr. Officer (Admin) |
| | Post Code | IS-008 |
| | No. of posts | 1 One |
| | Qualifications | Any Post Graduate |
| | Experience | 0-3 Years of experience |
| | Job Description | <p>We are looking for an energetic, dedicated and sharp candidate who co-ordinates the day to day administrative requirements /activities of APIS.</p> <p>Responsibilities Include:</p> <ul style="list-style-type: none">• Assist the CEO in maintaining files and information flow• Schedule appointments and meetings for executives and upper level staff• Documentation of proposals <p>Requirements</p> <ul style="list-style-type: none">• Should be good at communication skills• Should be fluent in MS office• Should be flexible enough with the work <p>Note: Any other role / responsibility as agreed and felt necessary by the CEO in the interest of the Organization</p> |