**JOB CODE: 036 TITLE: Receptionist cum Sales Attendant LAST DATE: 06/10/2018**

Total No. of Posts : 1

Gender : Female

Age : Below 35 yrs

Remuneration : Rs. 16,000/- per month (consolidated)

Type : On contract basis

Job Description:

* Attending phone calls
* Ensure proper functioning of EPABX system.
* Co-ordinate guest visits
* Receive couriers & hand it over to intended recipient
* Update courier register on real time basis
* Tasks subordinated by senior/s

Essential Qualification:

* Minimum Graduate from recognised university.
* Ability to communicate well with people efficiently.
* Ability to interact with people, Good speaking skills in English, Hindi and Marathi

Desirable:

* Pleasing personality
* Knowledge of IT, Internet, etc.
* Enthusiastic, self –starter.

Interested candidates may send CV along with a passport size photograph on or before **6th October 2018** to The Assistant Director (Admin) on the above mentioned address, superscribe the envelope with the post applied for along with the Job Code **OR** email your CV mentioning the Job Code and the Post in the Subject line on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com).