

RAMANUJAN COLLEGE
Accredited Grade 'A++ (3.71)' by NAAC
(University of Delhi)
C.R. Park Main Road, Block H,
Kalkaji, New Delhi-110 019
ISO 9001:2008 Certified Organisation



रामानुजन महाविद्यालय
नैक द्वारा मान्यता प्राप्त ग्रेड ए++ (३.७१)
(दिल्ली विश्वविद्यालय)
सी आर पार्क, मुख्य सड़क, ब्लॉक एच,
कालकाजी, नई दिल्ली- ११००१९
आई एस ओ ९००१:२००८ प्रमाणित संगठन

NOTICE
PLACEMENT & CAREER DEVELOPMENT CELL
GMR Group
Placement Notice

Date- 22nd November 2023

Notice No: 231127

About the Company

GMR Group is one of the fastest growing infrastructure enterprises in the country with a rich and diverse experience spanning three decades. With our vibrant portfolio of projects, GMR is uniquely placed to build state of the art projects in sectors that are of critical importance in the process of development. Using the Public Private Partnership model, the Group has successfully leveraged its core strengths to implement several iconic infrastructure projects in India.

Website: <https://www.gmrgroup.in/>

Profile: Executive Secretary to Senior Leadership

Eligibility: All courses | 2024 Batch

CTC: INR 6 LPA

Job Location: Delhi

Roles and responsibilities:

- Accompanying the senior leader from their residence to office & back and other places in Delhi/other domestic/ International locations as per requirements. Also attending to calls, preparing call sheets, and reminding the senior leader for making/returning calls on a regular basis.
- Updating of vendor registration details in SAP, raising of CAR forms, ensuring payments in respect of all vendor invoices related to senior leader and his office on time by following up with Shared Services Accounts and maintaining payment details.
- Taking care of senior leader's lunch/dinner and also that of other family members and guests as per requirements; catering to dining hall/conference hall requirements; organizing lunch/dinner for external functions, parties; snacks for meetings; suggesting menus for senior leader's Office & FMS as per requirements.

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- Taking care of all administrative requirements in respect of senior leader and his office like arrangement of stationery, mineral water requirements, tissue boxes, housekeeping cleaning, maintenance work, hotel bookings whenever required, restaurants bookings, and supervision of support staff like office boys, cooks and maintaining their attendance register, and leave details and informing Raxa/FMS etc. Maintaining records related to senior leader's, his family member's visas. Updating senior leader's contact details in his database.
- Taking care of Guest House day-to-day requirements, housekeeping cleaning maintenance work etc., and maintaining stocks of Beverages, including organizing lunch/dinner as required by family members.
- Informing senior leader by SMS about birthdays/wedding anniversary of his Family Members/his associates/VIPs and organizing flowers to be sent to them on time.
- Receiving all inward letters/documents through Despatch Desk, keeping records of them and despatching documents through Courier as required

Skills and Competencies required:

- Candidate should be based & settled at Delhi
- Good Communication skills
- Smart, Proactive approach
- IT Tech Savvy
- Open travel to travel

Note: This will be on third-party payroll for 1 year.

Apply at: <https://forms.gle/4qvTk2VYT2YCAGko7>

Last Date to Register: **23rd November 12:00 PM**

In case of any queries, please contact [Manas](#) (Placement Co-Ordinator).

Note: If you are applying for this Placement/Internship Drive, then it is compulsory for you to attend the interview session, if not then you will be **BLACKLISTED**, and won't be able to appear for any further Placement Drives. We at Placement and Career Development Cell work hard to invite companies at the campus to recruit students, but with this behaviour, companies deny to connect with us in further drives.

If your issue is genuine, mail us at placement@ramanujan.du.ac.in explaining why you didn't attend the session.

If your reason would be genuine your name will be withdrawn from the BLACKLIST.