Bithika Innovates Private Limited invites applications from self motivated, sincere and goal oriented candidates for the following post and vacancies. Please read the instructions and advertisement carefully before applying.

Instructions:

1. All applications along with necessary documents must be self attested, scanned and forwarded to email id bithikainnovates@gmail.com with subject line as

APPLICATION FOR THE POST OF...................................... (Post Name).

2. Applications received with improper subject line will be summarily rejected.

3. Please adhere strictly to the advertisement and do not apply if you do not fulfil the employment criteria.

4. Please give valid email id and mobile number fro future communications.

5. Selected applicants will be communicated via email only for interview on stipulated date and time.

6. Applicants must bring original certificates and Curriculum vitae duly completed, signed and with recent passport size coloured photograph duly affixed (not stapled) at the time of interview.

7. Selected eligible candidates will be issued offer letter and date of joining through email after any point of time based on company's requirement. No queries on date of joining will be entertained.

8. Company reserves the right to accept /reject applications.

9. Selection for the posts will be based on best eligible candidates per company's requirements and no (R) no queries from non selected candidates will be entertained.

10. Validity of advertisement: *Till the time this advertisement appears in the website.*

Post:	**OFFICE CLERK**

No. of vacancies:	**02**

Gender:	**No Bar**

Age limit:	**Must be above 18 years and below 45 years of age as on date of application.**

Pay & Perks:	**Rs 12,000/-** (including Pay + Conveyance allowance + ESIC + EPF)

Job Profile:

(a) **Manage and update staff calendars to indicate availability for calls and meetings**

(b)**Communicate with all levels of staff and clients for coordination purposes**

(c) Review client information and enter into relevant software databases

(d) Circulate memoranda on business topics to keep staff informed on new developments

(e) Provide regular status updates to clients on expected deliverables

(f) Complete additional tasks as requested and delegated by manager

(g) File management, documentation and correspondence.

(h) Coordination and liasoning with various Government/ Non Government agencies (May involve frequent trips/tours).

(j) Time based completion of all compliances.

(h) Project based coordination.

** The above job profile is not limited and is all exclusive.

Educational qualifications:

1. **Any Graduate or equivalent with at least 65% marks or a CGPA of 7 (in a scale of 10) from a recognised university. Freshers may also apply.**

2. **Certificate/Diploma in Basic Computer applications.**

3. **Must have excellent communication skills (reading, writing and speaking) in English, Hindi and/or Bengali.**

Experience and Skills:

1. **3 years experience as office clerk in a reputed company. ** Freshers may also apply.**

2. Knowledge of Tender documentation is a must.

3. **Proficiency in MS Office suit and Linux, data handling, backup and internet applications.**

4. Fast typing skills and bookkeeping experience.

5. Adaptability to new situations and work methods.

6. Familiarity with industry terminology and confidence in subject matter

7. Ability to prioritize and complete multiple projects.

8. Flexibility and adaptability in both schedule and work style

Documents required:

1. Self attested, scanned copies of educational qualification certificates and Date of birth.

2. Identity proof (any one of the following - Aadhar Card/ PAN Card/ Voter ID card)

3. Last employer release letter and/or previous employer's pay certificate (Not required for Freshers)

4. Experience certificates (Not required for Freshers).

Mode of application**:   Online (through email only)**

*** Please forward curriculum vitae along with supporting documents to email id-*
bithikainnovates@gmail.com only. Phone calls / whatsapp messages will not be entertained.