

Dear candidate,

We are pleased to inform you that Model Career Centre Shillong (Employment Exchange, Shillong) is organizing a placement drive on the 4th Dec 2023 in the Employment Exchange Office premises.

The details of the placement drive is as follows:

Date: 4th Dec 2023 (Monday)

Time: 10:30-11:30 PM(registration will be closed at 11:30AM sharp)

Venue: Employment Exchange, Shillong

1. Post name: Executive assistant

Qualification: Graduate

Experienced candidates/candidates with experience as office assistant are preferred.

Salary: Negotiable

Location: Shillong

Additional skill requirements:

- Proficient in Ms Office
- Detail oriented with high degree of accuracy.
- Ability to prioritize task and work under pressure.
- Professionalism and ability to maintain confidentiality

Mandatory: Kindly come with the following documents:

1. A copy of your CV
2. One of the government approved ID cards (EPIC or Aadhaar or PAN or Passport or Driving Licence).
3. Employment exchange registration card (candidates who are not registered with employment exchange are encouraged to do so in order to participate)