

Dear candidate,

We are pleased to inform you that Model Career Centre Shillong (Employment Exchange, Shillong) is organizing a placement drive on the 1st of December 2023 in the Employment Exchange Office premises.

The details of the placement drive is as follows:

Date: 1st Dec 2023 (Friday)

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

Venue: Employment Exchange, Shillong

1. Post name: Receptionist

Qualification: Graduate

Experienced candidates are preferred.

Salary: Negotiable

Location: Shillong

Additional skill requirements:

-Knowledge of google suite

-Candidate should be polite, multilingual and eager learner.

-Candidate need to handle (1. Phone call 2. Data entry 3. Follow up

4. Record maintenance 5. Tele calling)

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)