

CIN: U70200AR2023PTC013998

COMPANY ESTD: 2023



# NEHRM SERVICES PVT LTD

## CURRENT OPENING

**Dated:** 29<sup>th</sup> October, 2023  
**Position:** Open for Interviews

Greetings for the Day,

One of Our Client is looking forward to recruit for the below vacant position:

**Position:** PA to Chairman

**Sector:** PSU

**Salary:** Starting Rs. 15,000/- pm

**Location:** Naharlagun, Papum Pare, Arunachal Pradesh.

### Qualifications & Other Requirements:

1. Minimum Graduate (any stream).
2. Post-Graduate (in any stream) with work experience (highly preferred).
3. Experienced in drafting DPR for e-tendering; govt. tenders, tender documentations, govt. schemes, filings etc.
4. Well versed with Mathematical, English speaking & Writing abilities etc.
5. Well versed with accounting, book-keeping, office documents and file maintenance etc.
6. Highly equipped with digital communication, computer, IT software & tools.
7. Pleasant personality with great inter-personal skill sets.

### Role & Responsibilities:

1. Report to Chairman on daily basis, to provide secretarial support including organizing and preparing meeting agenda, taking minutes, handling correspondences, drafting emails and maintaining the filing system.
2. Organize and manage Chairman's calendar and appointments. Arrange and coordinate internal and external business meetings and social events.
3. Assist in Chairman's co-operative & corporate, business and investment related activities, tasks and projects which include record keeping, liaison, coordination, scheduling, monitoring projects, research and analysis.
4. Accompany Chairman and family at local and overseas functions and trips.
5. Assist Chairman in all ad-hoc assignments including but not limited to tendering projects.
6. To conduct and hold meetings with High Profile Personalities.
7. Field work, overtime and flexible working hours will be required.

Waii Apartment, Abotani Colony, Itanagar, Papum Pare, Arunachal Pradesh, India – 791111

Contact: +9 19560221309/+91 8730033522/+91 7005432898

Email id: nehrmservices@gmail.com

[www.nehrm.com](http://www.nehrm.com)

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### **Additional Offerings by the Client for this Role:**

1. Accommodation
2. Fooding (Conditional)
3. Computer

### **Scope at this Role:**

1. Increment in salary (conditional on performance basis post completion of 6 months)
2. Regularization at the PSU (In the long run).

### **Interested candidates can:**

1. Kindly register their profile at [www.nehrm.com](http://www.nehrm.com)
2. Submit the updated CV at [nehmservices@gmail.com](mailto:nehmservices@gmail.com)

### **Process of Interview:**

1. CV Screening Selection
2. Telephonic Interview
3. Face-to-Face Interview with the Board of Directors of NEHRM
4. Face-to-Face Interview with the Client
5. Salary Finalization
6. Educational Qualifications (Document Verification)
7. Reference Verification (Family members)
8. Police Verification (NOC from Police Department)
9. Offer Letter
10. Joining at the Establishment

Best Regards,  
Team NEHRM  
[www.nehrm.com](http://www.nehrm.com)

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