

**REQUIRED  
OFFICE  
COORDINATOR  
FEMALE ONLY**

- Graduate/Post Graduate with 1-2 years work experience in office Coordinator.
- Excellent communication and interpersonal skills.
- Ability to Counsel students for IIT-JAM, CSIR-UGC-NET and GATE Entrance.
- Candidate should have knowledge of basic computer & MS office is required.
- Ability to multi-task effectively by coordinating and supporting other departments.
- Experience in handling day to day front office work.
- Attending incoming and outgoing calls.

**Send CV at: [info@careerendeavour.com](mailto:info@careerendeavour.com)**



**CAREER ENDEAVOUR**

**Best Institute for IIT-JAM, NET & GATE**

**Corporate Office: 33-35, Mall Road, G.T.B Nagar,  
Opp- G.T.B Nagar Metro Station Gate No. 3, Delhi- 9**

**011-65462244, 65662255**