

WE ARE
HIRING
Join Our Team

EXECUTIVE ASSISTANT



Requirement :

- ☒ Administrative work related to the office, Day to Day correspondence and maintenance of files & documents
- ☒ Support the team with other responsibilities as required.
- ☒ Maintaining and updating staff attendance.
- ☒ Managing diaries and scheduling meetings.
- ☒ Coordinating with Project Management Consultants, contractors, vendors etc

 projects@tnihpl.in



Visit Our website

 <https://tnihpl.co.in/>