

Front Desk Assistant

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Company: Anatomy Guru Academy of Medical Sciences Private Limited

Location: bangalore

Category: other-general

Mode – Offline - Front desk

Role - Office Assistant / Data Entry Operator

Company: Anatomy Guru Academy of Medical Sciences Private Limited

Location:Bangalore

Anatomy Guru Academy of Medical Sciences Private Limited, 1st Floor, R.C.C. Chamber, #4, 30th Cross Extension, 'T' Block, Bannerghatta Main Rd, Jayanagar, Bengaluru, Karnataka 560041

Employment Type Full Time (Monday to Saturday from 9:00 AM to 6:00 PM)

Working Hrs. (9 Hrs.) & rotational shift system:

- 9 AM to 6 PM

- 8 AM to 5 PM

- 11 AM to 8 PM

- 1 PM to 10 PM

About Us:

Anatomy Guru Academy of Medical Sciences Private Limited is a premier institution dedicated to providing the highest quality education in the field of medical sciences. We are located in Bangalore and have a reputation for excellence in academics, research, and student support. We are currently seeking a Office Assistant / Data Entry Operator to join our team.

Job Summary:

The Office Assistant / Data Entry Operator will be responsible for maintaining and updating students' records, handling financial data, generating question papers and answer keys, and contributing to quality control processes for faculty feedback. Additionally, the candidate will also manage our Learning Management System (LMS).

Key Responsibilities:

- Accurately input, update, and manage student data
- Prepare and maintain financial reports and invoices
- Type question papers and answer keys in a timely and accurate manner
- Assist in quality control measures for faculty's feedback and ensure it is appropriately merged and archived
- Manage and update content on the company's Learning Management System (LMS)
- Ensure the integrity and confidentiality of all data
- Coordinate with faculty and administrative staff to ensure smooth operations
- Perform other related duties as assigned

Skills and Qualifications:

- A minimum of a 12 th std; Bachelor's degree preferred
- Minimum of 1-4 years' experience in data entry, freshers can apply.
- Typing accuracy above 90%
- Typing speed of 45 wpm or above
- Strong proficiency in Microsoft Office Suite, especially Excel and Word
- Excellent attention to detail
- Strong organizational skills
- Ability to work independently and as a part of a team
- Strong communication skills, both written and verbal

Physical Requirements:

Must be able to sit for extended periods of time and handle standard office equipment like computers, photocopies, scanners and printers.

Equal Opportunity:

Our company is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Annual Salary Range:

2,00,000/- to 3,00,000/- depending upon experience

Perks and benefits:

- Up to 10% annual increment based on the overall performance.
- One month salary as annual bonus based on the overall performance.

Notice Period:1 Month

Interested candidates, who meet the above qualifications, are encouraged to submit their resume, along with a cover letter detailing relevant experience to contact@anatomyguru.in. Applications will be accepted until the position is filled.

Note: Only those selected for an interview will be contacted.

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