



APPAREL TRAINING & DESIGN CENTRE

**“Paridhan Vikas Bhawan”, Plot No. 50, Sector- 44, Institutional Area, Gurgaon, Haryana
122003**

ATDC (registered as a Society) India’s largest vocational training provider for Apparel Sector with 200 Centres Pan-India, invite applications from suitable candidates for the position of Executive Assist to DG & CEO possessing following educational qualifications and experience :

S. No.	Name of the Post / location	Qualifications & Experience
1.	Executive Assistant to DG & CEO, Location National Head Office, ATDC Gurgaon :	<p>Qualification: Graduate from a UGC recognized university with Excellent written/oral communication in English and ability to create PowerPoint presentations with graphic elements, table, charts, etc., able to create templates in PowerPoint.</p> <p>EXPERIENCE : 3-5 years’ in similar capacity related to :-</p> <ul style="list-style-type: none">• Research experience presentation (use of relevant software for power point & other type of presentation-visual etc.)• Must be well conversant of using Word / Excel / Power point / Other Software tools including social media.• Analysis of MIS / Data & other such matters as required for effective holding of meetings.• Arranging & Coordinating of various meetings including statutory meetings with various Govt. agencies.• Finalizing top level Presentations, articles / circulars.• Command over written / spoken English.• Prior design training / exposure to communication related job will be added advantage.

Candidates eligible may forward their applications along with update CV and recent photograph to the address as given above or e-mail at hr@atdcindia.co.in within fifteen days of appearance of this Advt. Application forms can be downloaded from www.atdcindia.co.in.

ATDC is an equal opportunity employer and Govt. orders related to reservations for ST/SC/OBC/ Minorities/ PWD are being broadly followed.