



## **Personal Assistant (PA) to GM & CFO (on Fix Term Contract) – for Baroda**

GIPCL is a Rs.3900 crores asset based fast growing Company in the power sector with its corporate headquarters at Vadodara, and a total installed capacity of more than 1000 MW. The facilities are located at Vadodara and near Surat in Gujarat. GIPCL is currently having 112.4 MW Wind Power Plants and 262 MW PV based Solar Power Plants at various locations across Gujarat.

The Company is professionally managed and has excellent growth track record. The Company is looking for a **Personal Assistant (PA)** to GM & CFO on Fix Term Contract for its Baroda location.

**Position:** Personal Assistant (PA) to GM & CFO (on Fix Term Contract) – for Baroda

**Qualification:** Preferably Commerce Graduate with shorthand, typing skills and Computer proficiency

**Experience:** Preferably 15 years of experience as a Personal Secretary

Candidate should possess proficiency in English language, strong communication skills. Ability to coordinate meetings, appointments and travel arrangements. Candidate should also possess knowledge of Micro Soft Office.

The candidate should have good personality to liaise with various authorities and deal politely with people at all level. Candidates who have working experience with senior executives will be preferred.

**Age Limit:** Preferably not more than 50 years as on date of advertisement

Candidates meeting with the above criteria may please forward online application within 10 days of this advertisement. Please click the link [http://career.gipcl.com/job\\_vacancy](http://career.gipcl.com/job_vacancy) for online application.