



Job Description

Global Vectra Helicorp Limited is the largest private Helicopter Company in India, providing seamless, safe and accident free helicopter services for almost two decades. The spectrum of operations of the Company encompasses support to India's Offshore Oil & Gas industry, Onshore operations for State governments (VVIP flying), Election flying, Heli pilgrimage and much more.

The Company is listed both on the National Stock Exchange and the Bombay Stock Exchange.

Brief Summary of the job: GVHL is looking for a admin executive who can assist the Admin department in managing day to day administration work in terms of admin billing. The Candidate needs to have commercial background with good administrative approach with excellent written and verbal communication skills (English Language), sound knowledge of GST and computer usage skills (MS Word, MS Excel). Candidate from accounting background is preferable.

Designation: Executive - Administration

Location: Juhu Airport, Vile Parle, Mumbai

Reporting To: Sr. Manager - Administration

Role & Responsibilities: -

- Checking & thorough verification of all the invoices for payment processing
- Preparation of Purchase Order/ Work Order with cost comparison as per the requirement
- Coordination with vendors and internal admin / Finance department for resolving invoice related queries, if any
- Maintaining all the vendor payment details in Hard copy as well soft copy
- Coordinating with vendors for quotes
- Any other admin related work that will be assigned by the Sr. Manger / Dy. Manager – Administration

Requirements: -

Education	Any graduate (Candidate from accounting background is preferable). Knowledge on ISO, ERP, SAP and travel desk related experience would be appreciated.
Experience	02 to 05 years of experience
Computer Knowledge	Strong computer usage skills (especially MS Word, MS Excel)
Salary Range	INR 30,000/- to INR 37,000/- Gross salary per month



Additional Requirements: -

- Excellent written and verbal communication skills & a team player
- Focused, reliable and adept at execution
- Ready to take up initiatives & challenging work