

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 Executive-Administration who can assist the Admin department in managing day to day administration work. The Candidate needs to be good administrator with excellent written and verbal communication skills (English Language) and sound computer usage skills (MS Word, MS Excel).

Designation: Executive-Administration

Location: Mumbai

Reporting To: Dy. Manager - Administration

Role & Responsibilities: -

- Purchasing of Housekeeping materials, stationeries and other admin related materials.
- Preparing RFQs, calling for quotes for the purchases putting up comparatives and preparation of PO and WOs and checking & passing of Invoices
- Housekeeping of the establishment.
- Maintain bills and cheques record hard and soft copy.
- Handling duties of Facilities and reception during their absence
- Duties assigned by Manager and Dy. Manager Administration.
- Having knowledge of GST
- Having knowledge of ERP and SAP
- Having knowledge regarding ISO

Requirements: -

Education	Any graduate (Candidate from accounting background is preferable). Knowledge of Administration, purchase, POs, WOs, Invoicing, Housekeeping and Stationeries.
Experience	02 to 05 years
Computer Literacy	Hands on experience on MS Office, especially on Word & Excel, PowerPoint
Salary Range	INR 25,000/- PM to INR 35,000/- PM 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