



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 Receptionist.

Designation: Receptionist

Location: Juhu Airport, Vile Parle, Mumbai

Reporting To: Dy. Manager - Administration

Role & Responsibilities:-

- Maintaining the reception area and handling reception duties.
- Handling Inward and Outward of the courier and also maintaining records.
- Taking care of daily lunch tiffin requirement and maintaining the records of the same.
- Taking care of HO Canteen, canteen staff medicals, & waste disposal.
- Responsible for Drinking water management and pantry material requirement.
- Taking care of Airport entry passes for Admin department's guests.
- Keeping track for Air Condition maintenance data.
- Handling courier related and miscellaneous invoices.
- Any other duties assigned by Manager Admin / Deputy Manager Admin.

Requirements: -

Education	Graduation from any stream
Experience	1-2 years of experience or freshers with good communication skills may apply
Computer Literacy	Hands on experience on MS Office, especially on Word & Excel, PowerPoint
Salary Range	INR 15,000/- to 20,000/- gross 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