

**JOB ID:** iEC-003

**JOB TITLE:** **Administrative Assistant cum Encoder**

**REPORTING TO:** CEO

**JOB POSTING DATE:** December 1, 2017

**JOB DESCRIPTION:**

- Compiles, updates and maintains database
- Performs administrative duties

**JOB QUALIFICATIONS:**

- Bachelor's degree in any field
- Knowledge of MS office applications
- Strong organizational abilities
- Excellent communication skills, written and verbal, across all organizational levels
- Good command in English
- Has initiative

The following position is currently open. Interested applicants can send CV and cover letter to [careers@i-excelerate.com](mailto:careers@i-excelerate.com)