

Job Title: Watchman-cum-Driver, Bhubaneswar

Location: Bhubaneswar

Last Date of Application: 25th January, 2018

We are looking for a professional Security guard-cum driver to protect our premises, assets and personnel as well as drive the office vehicle whenever it is required. SC/ST candidates are especially encouraged to apply. Please apply to vasundharanr@vasundharaorissa.org. Last date for receiving completed applications is **25th January, 2018**. Applications should have < **Watchman-cum-Driver, Bhubaneswar, Vasundhara** > as the subject line with **Covering Letter & CV in one Word File** along with the past work also name of two reference persons.

The educational qualification of the candidate must be matriculation. He will be located in Head Office with willingness to travel. Knowledge on computer operation will be an added advantage.

Job Title: Watchman-cum-Driver, Administration

Duration: Initial contract for 6 months (Renewable based on performance and requirement)

Remuneration: Per month is Rs 7000/- (Seven thousand only)

Reporting: Administrative Officer

Job responsibility:

- Office Cleaning (daily sweeping, dusting and wiping of staff tables, chairs, floor, Computers, Meeting hall etc.)
- Preparing daily Tea/Coffee
- Making of Xerox & Helping in dispatching Banabarata
- Preparing of food for meeting participants or guests (if required).
- Ensure Electric repairing & other repairing work
- Sending & collecting materials from/to Bus
- Food arrangement for local guest in consultation with Admin person
- The person should maintain two registers, one for the materials and one for the people coming or going out of office.
- For any emergency or problematic situation, the person supposed to consult with the Director or Administrative Officer.
- The person should check all the doors & windows of the office building
- To drive the office vehicle in case of requirement

