

## Administrative Assistant

Scientific Instruments Service ([www.siservice.in](http://www.siservice.in)), a company dealing in cutting edge laboratory equipment, urgently seeks an administrative assistant at its Mahim facility.

Tasks will include:

- Tally entry
- Official correspondence
- Maintaining files and records
- Handling petty cash

Candidates with willingness to learn and commitment to completing tasks will be preferred.

Minimum education: MS-CIT, Tally 9.0, Commerce Graduates Preferred.

Location: Mumbai (Mahim)

Remuneration: Commensurate with training, skills and experience.

Contact Details:

Mr. Ameya Mandlik

Scientific Instruments Service

Tel: 24444901/24444903

Cell: 9869245399