

**Immediate Opening** for Experienced School Secretary at  
St. Mary's Orphanage & Day School, Dum Dum, Kolkata

**Role: School Secretary**

Location: 103, Dum Dum Road, Kolkata, West Bengal - 700 030

Joining Date: Immediate

Last Date for Applying : 24<sup>th</sup> November 2023

Interested candidates are requested to send their resume to [contactsmods@gmail.com](mailto:contactsmods@gmail.com)

**Skills and Qualifications:**

- Excellent English communication skills, both written and verbal.
- Proficient computer knowledge, including MS Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational and time management skills.
- Attention to detail and ability to multitask effectively.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Excellent interpersonal skills and ability to work well in a team.
- Ability to work independently and take initiative.
- Flexibility and adaptability to changing priorities and deadlines.

**Required Qualifications:**

Graduate

Professional qualification: Secretarial course/degree

Minimum 3 to 5 years working experience in ISC/ICSE Environment