

**JOB VACANCY FOR THE POST OF SECRETARY
IN
DR. GRAHAM'S HOMES KALIMPONG**

Applications are invited for the post of a secretary in Dr. Graham's Homes, Kalimpong.

Criteria for applicants.

- a. Must be a bachelor degree holder preferably with a diploma in Secretarial Management.
- b. Good command in both spoken and written English from an ISC background and may be able to handle correspondences independently.
- c. Computer knowledge is mandatory with a good speed in typewriting. (MS Word, Excel, Power Point Presentation)
- d. Must possess good interpersonal skills
- e. Minimum 4 to 5 years experience in a similar capacity

Interested candidates may kindly send their CV by email along with 2 references to;
principal@drgrahamshomes.net. or by post to the address given below.

The Principal, Dr. Graham's Homes, Kalimpong, P.O. Topkhana Pin 734316, Dist: Kaliimpong,
West Bengal, India