

## EXCELLENT JOB OPPORTUNITY IN SCDL FOR GRADUATES

### **Communication Assistant**

#### **Job Description:**

To answer students' email, letters & queries. Drafting letters, handling walk-ins, assisting HOD in department activities and other administrative work.

### **Call Operator**

#### **Job Description:**

To answer students' queries through telephone, assist HOD in department activities and other administrative work.

**Fixed job timings for both the positions from 9.30 a.m. to 5.30 p.m. (Mon to Sat)**

#### **Candidate Profile :**

Must be a graduate with proficiency in written & spoken English, must be computer savvy.

#### **Salary:**

Commensurate with education, skills, & experience.

Interested candidates may send their CVs at the following address or email us within 7 days of the advertisement to:

**Head - HR & Admin Dept,  
Symbiosis Centre for Distance Learning  
Symbiosis Bhavan,  
1065 B, Gokhale Cross Road,  
Model Colony.  
Pune – 411 016, Maharashtra, INDIA  
E-mail ID: [resume@scdl.net](mailto:resume@scdl.net)  
(Kindly mention the post in subject title)**