

Post: Secretary

TTCRC

The Tata Medical Centre Kolkata (TMC) is a not-for-profit specialty multidisciplinary institution for the treatment of adult and paediatric cancers. The Tata Translational Cancer Research Centre (TTCRC) is the translational research arm of TMC. The research vision of TTCRC is to develop innovative indigenous approaches that are contemporary, equitable and cost-effective for patients with cancer in India. In pursuit of this vision, TTCRC is bringing together clinicians, scientists and industry to work collaboratively in a vibrant interactive environment. TTCRC has also established partnerships with academic research institutes in Kolkata to promote knowledge exchange as well as provide training for the future generation of translational research scientists.

To fulfil the above objectives TTCRC invites applications for the position of Secretary.

The Post

The post will primarily provide support to the entire TTCRC Team. This will involve the following:

- Work as Secretary.
- Appointment scheduling for the Team program.
- Handling task as co-ordinator related to the research domain.
- End to end management of the Office.
- Liaison with Government officials & other Educational Institutes, as when would be advised.
- Handling all internal customers and communicating with the other related offices in the Organisation.
- Any other job as will be communicated time to time.

Required Skills

- Organizing skills
- Language skill to transcribe notes into reports
- Interpersonal Skill
- Effective Communications
- Handling Microsoft office
- Flexible schedule
- Basic Administrative skill

Qualification:

Graduate in any stream.

Master Degree or any diploma in Management will be desirable.

What are we looking for?

A motivated, enthusiastic, committed, quick-learning individual capable of independent work and self-directed learning

For more details about the job positions, qualifications, eligibility and application forms, please log on to our website : www.tmckolkata.com. You may also Email or Post applications to: [Mr. Suvasish Mukherjee, Head-Human Resources, Tata Medical Center, 14 MAR \(EW\), New Town, Kolkata - 700160. Email - suvashish.mukherjee@tmckolkata.com](mailto:Mr. Suvasish Mukherjee, Head-Human Resources, Tata Medical Center, 14 MAR (EW), New Town, Kolkata - 700160. Email - suvashish.mukherjee@tmckolkata.com) by 30th September 2020.