



GOA INSTITUTE OF MANAGEMENT
SANQUELIM, PORIEM, SATTARI, GOA 403505
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APPLICATIONS INVITED FOR THE POSITION OF

ADMINISTRATIVE ASSISTANTS

Qualification: Graduation/Master's degree qualification. Proficiency in Computer Applications and good written and oral communication skills in English and interpersonal skills. Complete knowledge of MS Office is necessary.

Work Experience: Minimum – 2 years preferably in an academic institution

How to apply: Fill up “CV Format” and send to careers@gim.ac.in

Last date to send in application – January 16, 2023.