

APPOINTMENT

Engagement of “Executive Assistant” on Purely Casual Basis

Westinghouse Saxby Farmer Limited (WSFL) invites applications for the position of **Executive Assistant on casual basis**. The selected candidate will receive a monthly consolidated remuneration, which will be a negotiated amount.

Candidates applying for the position of **Executive Assistant** must possess the following:

1. No. of Post: 1 (One)
2. Qualification: Graduate in any discipline with MBA in Human Resource form recognised University / Institution.
3. Age: In between 25 – 35 Years.
4. Experience: Minimum 3 years of experience in the HR domain with proficiency in MS Word, Excel, and PowerPoint.
5. Remuneration: Monthly Consolidated (Negotiable)
6. Engagement will be on casual basis, with an initial probation period of 1 (One) year. The contract will be extended subject to performance.

Interested Candidates fulfilling above Criteria may apply with complete CV to the email ID: ao.wsf.2025@gmail.com and debashis.wsf@gmail.com within 10 (Ten) days of publication of this Advertisement.