

APPAREL TRAINING & DESIGN CENTRE

**“Paridhan Vikas Bhawan”, Plot No. 50, Sector – 44, Institutional Area, Gurgaon,
Haryana 122003**

Email – hr@atdcindia.co.in

‘The Apparel Training & Design Centre’ (ATDC) is India’s largest Vocational Training provider in ‘Apparel Sector’ currently having Pan-India network of 82 Centres. ATDC is hiring ‘Receptionist for ATDC- NHO, Gurgaon on contract basis.

Position Overview

Location:	Gurgaon
Position:	‘Receptionist’
Engagement:	On Contract
Age Limit	below 27 Years
Salary	Negotiable (CTC Basis)

Requirements (Qualifications & Experience)

- Graduate Degree (Full Time) from recognized University/ reputed Institute and Diploma /1 year Certificate course in Computer application.

Experience :

- Total experience of minimum 1-2 years proven working experience as Receptionist with reputed Institute/Company.

Roles and Responsibilities

- Serve visitors by greeting, welcoming, and directing them appropriately.
- Notify relevant employees when visitors arrive.
- Keep an eye on security and telecommunications systems.
- Answer visitors’ questions, calls, and emails, and provide them with the relevant information.
- Maintain visitor, employee, and department directories and logs.
- Follow security procedures, such as monitoring the logbook and issuing visitor badges.
- Organize the reception area while complying with office procedures, rules, and regulations.
- Sign for deliveries and ensure all mail and packages are distributed accordingly.

Skills Required

- Strong computer literacy skills: Microsoft Office, Internet, Mail, Data management etc.
- Proficiency in using statistical tools and generating relevant reports.
- Excellent written, oral communication and interpersonal skills.

Application must include a cover letter with recent curriculum vitae. The applicant should provide photocopies of Xth , Graduation Certificate / Degree and must attach last pay certificate showing deduction details etc. The experience details with timelines be detailed along with the application.

Interested candidates from Delhi NCR may send their CV’s to hr@atdcindia.co.in within 10 days of the release of advertisement. Only shortlisted candidates shall be called for interaction followed by personal interview. ATDC reserves the right to cancel this recruitment or cancel any application without assigning any reason.