

NTPC Job Vacancy – All Job For You – Job Seeker For Assistant Executive

Hiring organization

National Thermal Power Corporation Limited

Date posted

March 20, 2024

Valid through

31.12.2024

APPLY NOW

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

USD 22 - USD 33

Qualifications

Graduate, Post Graduate

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Employment Type

Full-time

Description

NTPC Recruitment 2024

Do you thrive in a fast-paced environment where innovation meets national progress?

NTPC, India's largest power generation company, is seeking talented individuals to join our team as Assistant Executives. In this role, you'll play a vital role in supporting our mission to provide reliable and affordable power to millions of homes across the country.

NTPC Jobs Near Me

This is an exciting opportunity to be a part of a company at the forefront of the energy sector. You'll gain valuable experience working on cutting-edge technologies and contribute to shaping a sustainable future for India.

Summary

We are searching for a highly motivated and results-oriented individual to join our dynamic team. As an Assistant Executive, you will provide comprehensive support across various departments within NTPC. Your responsibilities will encompass a range of administrative, operational, and analytical tasks. You'll have the opportunity to learn from industry experts, hone your skills, and contribute to the success of a national leader in power generation.

(adsbygoogle = window.adsbygoogle || []).push({});

Key Responsibilities

- Assist senior management in day-to-day operations and project execution.
- Prepare reports, presentations, and other documents with accuracy and attention to detail.
- Manage and maintain databases and information systems.
- Analyze data and generate reports to support informed decision-making.
- Liaise with internal and external stakeholders to ensure smooth communication and collaboration.
- Participate in meetings, take minutes, and follow up on action items.
- Assist with project planning, scheduling, and budgeting.
- Perform research and analysis on assigned topics.
- Contribute to the continuous improvement of departmental processes.

Required Skills and Qualifications

- Bachelor's degree in any discipline from a recognized university.
- Excellent communication, interpersonal, and problem-solving skills.
- Strong analytical and critical thinking abilities.
- Ability to prioritize tasks, manage time effectively, and work independently.
- Proficient in computer applications like MS Office Suite (Word, Excel, PowerPoint).
- Adaptability and willingness to learn new skills.

Experience

- This position is open to both freshers and candidates with up to 2 years of experience in a relevant field.

(adsbygoogle = window.adsbygoogle || []).push({});

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs



Why Join NTPC

At NTPC, we offer a dynamic and rewarding work environment that fosters continuous learning and professional development. You'll have the opportunity to work on challenging projects, collaborate with talented professionals, and make a real impact on the nation's energy landscape.

- **Growth Opportunities:** We provide a platform for continuous learning and development through training programs, mentorship opportunities, and exposure to diverse projects.
- **Competitive Compensation and Benefits:** We offer a comprehensive compensation package that includes a competitive salary, health insurance, provident fund benefits, and other employee benefits.
- **Work-Life Balance:** We promote a healthy work-life balance and

encourage our employees to maintain a good quality of life.

- **Stable and Rewarding Career:** NTPC is a leading public sector undertaking with a strong reputation for stability and growth. This is an excellent opportunity to build a long-term and fulfilling career.
- **Contributing to National Development:** You'll have the satisfaction of knowing that your work plays a vital role in powering the nation's progress.

Application Process

Interested candidates can apply online through the official NTPC careers portal.

Motivate to Join

This is your chance to be a part of something bigger than yourself. Join NTPC and embark on a rewarding career journey that contributes to the nation's energy security and sustainable development.

General Overview

As an Assistant Executive at NTPC, you'll gain invaluable experience in the power generation sector. You'll work alongside industry experts, develop a strong foundation in business operations, and contribute to shaping the future of energy in India. If you're a highly motivated individual with a passion for excellence, we encourage you to apply.

If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs



Important Links

Find the Link in [Apply Now](#) Button

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```