

# Receptionist / Administrative Assistant



## Position Description

We have an immediate need for a Receptionist / Administrative Assistant to join our growing team. The ideal candidate will possess excellent written and verbal communication skills, MS Office Suite proficiency, a polished and professional appearance, and the ability to multitask. If you are a quick learner, can work independently with little supervision as well as in a team setting, and enjoy administrative work as a long-term profession, you may be a good fit for our office.

**Title** Receptionist / Administrative Assistant **Location** Bangalore, India

## Company

Liventus offers a complete array of consulting and development services nationwide, including custom software development, eCommerce, mobile technology solutions, and more to fit businesses' and corporations' needs while exceeding expectations. Liventus accepts resumes on a daily basis for full-time or internship positions within the company.

## Job Responsibilities

- Assist Operation manager with timekeeping, office supplies, asset registry, and more
- Manage uploading of images to external sites
- Handling incoming calls and transfer to the appropriate department
- Apply images to multiple products
- Adjust images to fit products as needed
- Apply good judgment in reviewing images on products
- Assist Human Resources in administering tests
- Categorize images appropriately according to site
- Edit and adjust keywords/tags as needed
- Manage, test, and set up email marketing campaigns
- Write image name and descriptive text
- Review and suggest updates to system as needed

## Qualifications

- Strong computer literacy
- Intermediate proficiency with Microsoft Word
- Excellent typing skills
- Ability to work independently
- Excellent English vocabulary

## Benefits

- Group Mediciam policy
- Accident policy
- House rent allowance
- Medical reimbursement
- Retirement benefits (Provident fund)
- Gratuity

## How To Apply

Visit [careers.liventus.com](http://careers.liventus.com), fill out the form and attach your resume.

## Contact Liventus

### Human Resources

Liventus Technology Services P. Ltd.  
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## Website

[www.liventus.com](http://www.liventus.com)

