



St. Joseph's College of Commerce (Autonomous)

#163, Brigade Road, Bengaluru – 560025

www.sjcc.edu.in | Phone: 080-25360644/46

SJCC is inviting applications for the position of:

Office Assistants

- Bachelor's Degree in any discipline.
- 2 Yrs. of experience as Office Assistant / Office Administration or similar role is preferred
- Proficiency in MS Office (MS Word, MS Excel and MS PowerPoint, in particular).
- Ability to maintain confidentiality and handle sensitive information with discretion
- Should have good IT skills and excellent communication skills

Send your latest resume with supporting documents to

recruitment@sjcc.edu.in

before 25th July, 2025.

Recruitment Schedule -

Application Deadline	:	25 th July, 2025
Selection & Interview Period	:	26 – 28 th July, 2025
Results Communication	:	29 th July, 2025