



**St. Mary's School**

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[www.stmarysdelhi.org](http://www.stmarysdelhi.org)

Applications are invited for the post of:

**Office Assistant cum Receptionist**

**Desired candidate profile**

- Graduate/Diploma in Office Management with working knowledge of MS Office
- Possess good communication skills in English

Please send your latest resume and a passport size photograph to [contact@stmarysdelhi.org](mailto:contact@stmarysdelhi.org).