

Duties and Responsibilities

- Drive daily operations and service of the concerned area of business
- Develop and maintain positive working relationships with all key stakeholders
- Supervising and monitoring the staff members.
- Helping Managers in completing day-to-day activities.
- Participating in training, workshops, and meetings.
- Performing administrative duties as and when required.
- Planning the work output with the Manager of the organization.
- Ensure correct and timely reporting
- Communicate effectively with all staff members
- Keeping a track of the organizational revenue and loss.
- Traveling to various offices of the company as and when needed.
- Providing support to various departments of the organization.
- Complying with the company's rules and regulations.

Requirements and Qualifications

- A minimum of a Master's degree in Business, Management, Commerce, is preferred
- Freshers
- Positive attitude with an open to learn
- Proficiency in MS Office Tools
- Knowledge of current industry trends
- Effective communication & interpersonal skills
- Excellent verbal and written communication skills
- Must be innovative
- Strong problem-solving skills
- Ability to work in a team environment
- Strong leadership and analytical skills
- Ability to work under pressure and minimal supervision
- Ability to manage and handle multiple tasks.
- Willingness to travel and work overtime hours

A remuneration of around Rs 15000-20000 pm will be offered depending on skills and qualities.

MUKTI an NGO is going to organise a campus drive at our college premises on 25th of November at 3 pm. Please come with your recent CV.