



WE ARE Dated-01-12-2023 **HIRING**

1. POSITION: DISTRICT COORDINATOR AND EMPANELLED RECRUITERS IN ALL 24 DISTRICT COORDINATOR & RECRUITERS- QUALIFICATION CRITERIA

EDUCATIONAL QUALIFICATION:

- GRADUATE (BACHELOR'S DEGREE) IN ANY DISCIPLINE FROM A RECOGNIZED UNIVERSITY.
- PREFERENCE WILL BE GIVEN TO CANDIDATES WITH AN MBA, PGDM, OR POST-GRADUATE QUALIFICATION.

EXPERIENCE:

- MINIMUM 2-3 YEARS OF EXPERIENCE IN COORDINATION, ADMINISTRATION, MANAGEMENT, OR MANPOWER DEPLOYMENT.
- EXPERIENCE IN HANDLING CLIENT COMMUNICATION AND TEAM COORDINATION WILL BE PREFERRED.

ESSENTIAL SKILLS:

- GOOD COMMUNICATION SKILLS IN ENGLISH AND HINDI (BOTH WRITTEN AND VERBAL).
- PROFICIENCY IN MS OFFICE (WORD, EXCEL, POWERPOINT) AND EMAIL.
- ABILITY TO PREPARE REPORTS, MAINTAIN RECORDS, AND COORDINATE WITH CLIENTS AND FIELD STAFF.
- STRONG ORGANIZATIONAL, INTERPERSONAL, AND PROBLEM-SOLVING SKILLS.
- ABILITY TO WORK UNDER PRESSURE AND MEET DEADLINES.

APPLY NOW

Submit Your Application in Hard Copy in Our Head Office B-400 Road No-6 Ashok Nagar Jharkhand

LAST DATE-15-12-2023

