

Opening Details for the Post of Admin Executive.

Job Description:-

- Experience of 1 to 2 years with knowledge of Vendor development and management.
- Experience of taking care of inventory recording.
- Should have knowledge of basic admin work.
- must have knowledge of MS Office.

Experience:-

- Candidate should have experience of 1 to 2 years.

Education:-

- Candidate must have relevant diploma / Bachelor or master degree.

Salary:-

- Between 18K to 20K

Skills & Competencies:-

- IT skill in MS office like words, excel and power point.
- Positive attitude in handling customer
- We are looking from a candidate who can communicate in Hindi, English & Local language.
- Preferable from Telecom Industry

Job type & Shift:-

- Full Time
- Day Shift

You may visit www.metrotelworks.com for more openings.

Thank you.