

## **Advertisement**

NITIE Alumni Association invites applications for the position of Officer(Administration) on temporary basis (12 months), eligible for renewal based on performance

Applicants must be MBA(Finance/HR/Marketing), with more than 55% and below 30 years of age.

### **Skill set-Essential**

Proficiency in Word and Excel

Proficiency in design and poster making

Content writing for website and social media

Excellence in spoken communication- English and Hindi

Excellence in written communication-English

Data Analysis and knowledge of Excel tools

### **Skill set-Desirable**

Knowledge of Marathi and additional languages

Experience in roles requiring extensive coordination and communication

### **Remuneration**

**Rs.50,000/- p.m (consolidated). No other allowances are admissible**

*Candidates based in Mumbai are encouraged to apply*

***Applications may be sent by e mail to [alumnirelations@nitie.ac.in](mailto:alumnirelations@nitie.ac.in) on or before 11/09/2022. The subject may be marked as "Application for the post of Officer"***