

MAHARASHTRA STATE HANDLOOMS CORPORATION LTD; NAGPUR.

“MSHC” Complex, Umrer Road, Nagpur - 440009

Phone No. 0712-2712559; Fax 0712-2711353

|| WALK – IN – INTERVIEW ||

The eligible candidates are invited to appear for a walk-in-interview for the post of “Marketing Consultant” and “Accounts Assistant” on consolidated salary for:-

Marketing Consultant of Rs. 20000/- per month purely on temporary basis.

Accounts Assistant of Rs. 15000/- per month purely on temporary basis.

Eligibility for Marketing Consultant :-

Degree in any faculty, Diploma/Degree in Business Management, having 2-3 years experience in marketing.

Eligibility for Accounts Assistant:-

B.Com with 2-3 years experience in accounting. Efficient in Excel and ERP 9.

An appointment for a period of 11 months (extendable more than that on basis of performance). Required a knowledge of computer operating and handloom industry. Eligible Candidates can attend walk in Interview on 11th August 2017 at 1.00 P.M. in the office of M. S. Handloom Corporations Ltd; Umrer Road, Nagpur.

A detailed terms condition, Application forms can be seen on website

www.mshcngp.org

Managing Director
M. S. Handloom Corporation Ltd; Nagpur

ELIGIBILITY CRITERIA

MARKETING CONSULTANT

Educational Qualification	: Degree in any faculty. Diploma/Degree in Business Management
Experience	: 2-3 years experience in Marketing. Out of which at least two years should be in Textile (Handloom) Marketing.
Age Limit	: Not more than 35 years.

DUTIES AND RESPONSIBILITIES OF MARKETING CONSULTANT

1. Shall be responsible for sales and distribution of handloom fabrics produced/procured by the Corporation.
2. Shall be responsible for study of market survey regarding handloom product and marketing the product.
3. Shall be responsible for sales through sale depot, and exhibitions sales etc.
4. Shall be responsible for inspection of the products produced/procured by the Corporation.
5. Shall be responsible to contact the new customers/agencies to increase the sales.
6. Shall be responsible for online marketing of the products.
7. Will be responsible to ensure better manpower utilization and promote sales.
8. Shall be responsible to undertake special sales drive from time to time and specially during festival period by setting up additional counters in consultation with Management.
9. Collecting and compiling statistical information from depot and godown.
10. Any other work related to marketing activity entrusted by Management.

Managing Director
M. S. Handloom Corporation Ltd; Nagpur

ELIGIBILITY CRITERIA

ACCOUNTS ASSISTANT

Educational Qualification	: B.Com.
Experience	: 2-3 years experience in Accounting. Efficient in Excel and Tally ERP 9.
Age Limit	: Not more than 35 years.

DUTIES AND RESPONSIBILITIES OF ACCOUNTS ASSISTANT.

1. Shall be responsible for preparing GST Statement in consultation with the incharge Officer of Accounts.
2. Shall be responsible for monthly sales of the Corporation.
3. Shall be responsible for monthly stock statement of the Corporation.
4. Shall be responsible for monthly return of GST.
5. Will be responsible for all GST related matter.
6. Shall be responsible for GST matter related to purchase.
7. Any other work related to accounts activity entrusted by Management.
8. Post is purely on temporary basis for period of 11 months can be extended on Performance.
9. Services can be terminated at any time by giving 3 month notice by management.
10. Travelling allowance can be paid for official tour on basis of Supervision Capacity.
11. Head office will be at Umred Road, Nagpur.
12. Taxes will be deducted as per the rule.
13. Will be worked under control of Incharge of Accounts and Jt. Managing Director.
14. Management reserves right to accept or reject any of the or all application without assigning reasons thereof.

Managing Director
M. S. Handlooms Corpn. Ltd, Nagpur.

APPLICATION FORM

Name of the post applied :

Name of the Candidate :

Date of Birth :

Educational Qualification : 1)
2)
3)
4)

Experience : 1)
2)
3)

Proof in support of :
educational qualification
and experience.

Address :

Contact No. :

E-mail Address :

Signature of the Applicant