

Advertisement for the Position of Assistant / Sr. Assistant – Operations & Training

About the Company	AMHSSC has been launched jointly by the Ministry of Textiles (MoT), National Skill Development Corporation (NSDC) and the Apparel Export Promotion Council (AEPC) with primary mandate of enhancing and to build a capacity in skill development. One of the salient features of the AMHSSC is designing of training programmes, based on industry demands of different segments and to ensure that all successful trainees are certified through accredited agency.
Job Title	Assistant / Sr. Assistant – Operations & Training
No. of Positions	1 (one)
Term	2 years on Contract
Reporting Relationship	Deputy / Additional Director (Operations & Training)
CTC	Rs. 20000 – Rs.25000/- per month
Qualification & Experience	Any Graduate with 1 or 2 year's of experience in general operations
Preference	<ul style="list-style-type: none"> • Proficient in Ms-Word, advanced Excel, Powerpoint, Outlook and other internet operations. • Willing to travel, as the position involves traveling to different States, carrying out inspections, field visits etc.
Duties & Responsibilities	<p>Database management - Responsibilities include the gathering, authentication, and preparation and formatting of presentations, Ms-excel, MS Word etc.</p> <p>Project Management - A critical responsibility is management of projects, works closely and directly on the project and other operations related to the project.</p> <p>Marketing Research – responsible to entail following market trends and analyzing behavior to determine the current and future impact circumstances may have on the company.</p> <p>Finance & Accounts – understanding of the organization's finances i.e. Receipts, invoices, bills, checks, the creation of financial reports and statements, etc.</p>
Documents Required	<ul style="list-style-type: none"> • Curriculum Vitae
Mode of application	Send your resume at adot@sscammh.com
Last Date of Application	<ul style="list-style-type: none"> • Last date of application is on or before 25th January 2020
General Information	<ul style="list-style-type: none"> • Short listed candidates will be invited to attend interviews at Delhi. • The selected candidate will be expected to join latest by 15th Feb 2020. • AMH SSC reserves the right to fill or not to fill the position advertised • AMH SSC reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience • The selected candidate shall be subjected to other rules and regulations as applicable to AMH SSC