



Shilpgram

Mahila Producer Co.Ltd.



“**Shilpgram Mahila Proucer Co. Ltd**”, (A Jeevika Initiative under the aegis of GoB) is a Non-farm based Producer company, which got incorporated under Companies Act, 2013 on 01.10.18 and is headquartered at Darbhanga with **technical and financial support from SRLM, Govt of Bihar, Rural Development Deptt.**

Applications are invited for the following position:-

Position Name	Vacancy	Qualification & Experience	CTC
Accountant	01	Qualification-B.Com/M.com Exp- Min 3 years of Experience for B.com grad and 2 year exp for M.com. Preference will be given for exp in a co-operative or Producer company. Knowledge of Tally (ERP 9) and taxation is must. Key Responsibility- Monthly and Annual Accounts finalisation, GST/IT Return filing, statutory payments and all type of payments, Audit & return filing. Day to day accounting work, Bank reconciliation, Accounts receivable & Account payable. Payment to suppliers, salary, Invoicing etc.	25000-35000
Office Assistant Cum MIS Assistant	01	Qualification- Graduate in any discipline. Exp- 2 year in office S/he should have worked in extending secretarial assistance and managing communication, office record keeping, compiling of information and maintaining records in any organisation. You should also possess good writing and typing skill in both Hindi and English. Key Responsibility- S/he will be responsible for extending all secretarial assistance to Officers/Managers at Company Office. S/he will also look after all communication, office record book keeping/ dispatch compiling of project information. MIS Updating	10000-15000
Office Boy	01	Qualification- Secondary education (Should own and know to ride a Bicycle.)	6000-8000
Field Executive	02	Qualification- Graduate in any discipline	10000-

Address- Ekmi Ghat, Laheriasarai Darbhanga, Bihar

GSTIN-10ABACS9455P1ZX

Contact Detail- 7549326941, 7371047865

E-mail-shilpgram.bihar@gmail.com



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		Exp- Minimum 2 year experience in sales/Marketing, knowledge of MS Office Key Responsibility- Extensive field visit in rural as well as urban area. Maintaining relationship with associated PGs. Co-ordination between PG and PC. <ul style="list-style-type: none">• Should own and know to ride a motorcycle with valid driving license.	15000
Sales Executive	01	Qualification-Graduate in any degree Exp- Minimum 2 years experience in sales, knowledge of MS Office Key Responsibility- Builds business by identifying and selling prospects; maintaining relationships with clients. <ul style="list-style-type: none">• Should own and know to ride a motorcycle with valid driving license.	10000-15000

- Employment will be purely on contractual basis. Initially contract will be for 1 year which may be extended based on performance.
- For the purpose of calculation of Experience, the reference date will be the 1st of Sept 2020.
- Age limit minimum -18, max -40
- Interested candidates may share their CV on given email ID before 29th Sep 2020:
recruitment.shilpgram@gmail.com

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