

Interested candidates may appear for Walk-In Interview on **25th January 2019** at 10 am with original certificates relating to Educational Qualifications, Date of Birth, pay-slips for previous three months, experience certificates and other documents as deemed appropriate. Resume may be furnished by email (recruitment.amtz@gmail.com) latest by forenoon of 21st Jan 2019.

Position 1 - Deputy Manager – Corporate Governance

Job Profile:

- Provide administrative support to the Corporate Governance matters
- Maintaining records and files
- Assisting in systematic filing of documents, files
- Drafting of letters to various authorities, agreements
- Undertake other assignments, which may be assigned from time to time
- Interacting with various authorities, manufacturers, directors, ex-officio members, organizing meetings

Job description:

- Graduate in Commerce/business Management/ business administration. Preference shall be given to Post Graduate applicants.
- At least 3-5 years of work experience as administrative support officer
- Previous work experience in similar positions and functions of administrative support.
- Computer proficiency with high level of familiarity in MS Word, Excel, Power point & Web surfing for searching relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Age up to 40 years.