

RECRUITMENT NOTICE FOR OUTSOURCED PROJECT STAFF

Post	Number	Criteria
Project cum MIS Executive	2	B.E./B. Tech / Post Graduate in any discipline with min 1 year experience. Fluency in English and Hindi and Computer Skills in Excel & Word is must. He /She should be well versed in skill development & trainings. Must be able to independently prepare project proposals and handle MIS reports and follow up.
Place of posting		Presently Bhopal. May need to be travel if required.
Duration		6 months. (May be extended if project is extended)
Nature		Purely temporary and on the rolls of outsourced agency.
Mode of Application		Application and CV to be sent on E-mail, mpconltd@mpconsultancy.org . Please mention name of post in the Subject of the E-mail
Last date of application to be received		6/4/2019
Salary		Negotiable, as per industry standard.
Scope of Work to be Carried out by		Prepare MIS reports , Project Completion reports, mid term reports. Respond to clients on status of project , Follow up with training agencies & candidates, clients Independently prepare Project Proposals & Presentations