

QUALIFICATIONS & JOB DESCRIPTION FOR MANAGER, INDORE-OFFICE



5x3

1. Qualifications: Professional Degree in MBA/ CA/ BE/B.TECH from recognized institution , approved under UGC/ AICTE
2. Experience: Minimum Five years of independently managing a branch or a division in a company. He /She is expected to have good network of contacts and marketing skills to generate business in the name of MPCON. He /She is expected to have good communication and writing skills in English and Hindi
3. Age: Maximum Age limit – 40 Years
4. Rolls: Through Outsourced Agency or on Contract on a purely temporary basis
5. Place of Posting: Indore
6. Tenure: 3 years, subject to achieving performance standards set by company and adherence to Company Rules & instructions
7. Job description : The incumbent is expected to run the Indore branch of MPCON professionally and profitably , achieve targets set by the company . He /She should be able to make project proposals, follow up and execute projects in various domains of work executed by MPCON. The incumbent is expected to closely co-ordinate with the Head office in submission, follow-up and execution of the projects and liaise with the clients .
8. Salary: Negotiable
9. Last Date of Receipt of application: 26/9/2018.
10. Applications Should be Sent by Hard Copy Only, clearly marked on the top as “ Application for the Post of Manager at Indore Office” at the following Address to

MPCON Limited
Ground Floor,
Rajiv Gandhi Bhawan-2, 35, Shyamla Hills
Bhopal- 462002

Please note no applications will be entertained on E-mail.