

Requirement of Executive Associate- One Position

Designation	Executive Associate
Job Description	The incumbent should be Post Graduate in any discipline from areputed institution. He/she should also have excellent communication (both verbal and written), computer, client relationship and presentation skills.
Job Profile	<p>AFC India Ltd. provides consultancy and technical support services mainly to Government Sector through bidding process. In day to day business transactions, general coordination is required for intra-office and external clients through correspondence and communication and maintaining such records in proper file system. Follow-up actions are also needed with the external clients and/or Business Associates for ascertaining status of business proposals, recovery of consultancy fees, progress of consultancy assignments etc. Besides, such details are also required to be shared/ forwarded in the suggested formats to the Corporate Office, as and when desired.</p> <p>The incumbent after initial exposure should be responsible for managing all correspondence and communication (detailed above), as part of day to day business transaction. An intelligent understanding person with a little effort can get the grasp of the job expectation. Sometimes pressure of work may be more due to time schedules of the client.</p>
Experience	1 – 2 years.
Terms & Package	<p>The incumbent will be engaged on contractual basis for 3 years subject to half yearly performance review. S/he will be based at Delhi. Though this is a contractual post, it is likely to continue for an incumbent who can show tangible results.</p> <p>The remuneration will be Rs.25,000/- per month on CTC basis. However, a performing incumbent will be given enhancement in remuneration upto 10% after six months; thereafter on annual basis.</p>
Company Profile:	AFC is a leading consulting and technical support organization owned by Commercial Banks, NABARD and EXIM Bank. Detailed profile may be viewed at AFC's website on www.afcindia.org.in . AFC India has five day work schedule and is an equal opportunity institution.
Last Date	21December, 2018

Location Northern Regional Office, New Delhi

Contact person: Er J P Lall

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