



National Dairy Development Board

Careers

JOB DETAIL	
Job Name	Assistant - I (Cooperative Training) --- NDDB, Anand
Description	NDDB offers excellent work environment with considerable freedom for innovative activities and also provides great learning opportunities to each employee to work in teams of individuals who are highly qualified, competent and committed to the organisational objectives. We are looking for a young and energetic team member for our Cooperative Training Group.
Job Category	Cooperative Training (CT)
Designation	Assistant
Profile Summary	Support the Cooperative Training Group in its day to day operations
Key roles and Responsibility	<ol style="list-style-type: none"> 1. Accounting and Budgeting 2. Processing Invoices/ Bills and Payments 3. Management of Revenue and Capital Assets 4. Liaising with Training Centres 5. Provide support to the team for training and administration related activities 6. Other Accounts/Administrative assignments
Qualification & Experience	The incumbent should be any graduate (from recognised university) with minimum 2 years of related experience.
Location	Anand
Other Essential attributes and skills	<ol style="list-style-type: none"> 1. Basic Accounting and Taxation Knowledge 2. Well versed in MS Office (Word and Excel) 3. Being adaptable 4. Analytical aptitude 5. Strict adherence to timeliness
Remarks	<p>The maximum age limit for the position is 26 years (As on 01 September 2019)</p> <p>The position is on fixed term appointment for a period of 5 years.</p> <p>(Last date of receiving applications is 20 September 2019)</p>
<input type="button" value="Apply"/> <input type="button" value="Cancel"/>	