



# National Dairy Development Board

## Careers

JOB DETAIL	
<b>Job Name</b>	Assistant - I ( Cooperative Training ) --- MIT, Mehsana
<b>Description</b>	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 Training centre at Mehsana.
<b>Job Category</b>	Cooperative Training (CT)
<b>Designation</b>	Assistant
<b>Profile Summary</b>	Support the Accounts and Administration function of Training Centre at Mehsana
<b>Key roles and Responsibility</b>	<ol style="list-style-type: none"> <li>1. Accounting and Budgeting</li> <li>2. Processing Bills and Payments</li> <li>3. <b>Contract</b> Management</li> <li>4. Management of Assets</li> <li>5. Liaising with various agencies</li> <li>6. Provide support to the team for training and administration related activities</li> <li>7. Other Accounts/Administrative assignments</li> </ol>
<b>Qualification &amp; Experience</b>	The incumbent should be Any Graduate - from recognised university (preferably B Com) with minimum 2 years of related experience.
<b>Location</b>	Mehsana
<b>Other Essential attributes and skills</b>	<ol style="list-style-type: none"> <li>1. Basic Accounting and Taxation Knowledge</li> <li>2. Well versed in MS Office (Word and Excel)</li> <li>3. Being adaptable</li> <li>4. Analytical aptitude</li> <li>5. Strict adherence to timeliness</li> </ol>
<b>Remarks</b>	<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>
<div> <input type="button" value="Apply"/> <input type="button" value="Cancel"/> </div>	

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