



Symbiosis Centre for Distance Learning (SCDL)

Symbiosis Bhavan, 1065B, Gokhale Cross Road, Model Colony, Pune-16

Tel: 020-66211000, Fax: 020 -66211040, 66211041

Website: www.scdl.net

Brief about the Company	Aryan Pumps & Enviro Solutions is a manufacturer of special products in the field of Municipal Liquid waste, Solid waste handling, Sewer Cleaning, Firefighting & Rescue, Municipal solid waste & Sewer management, Special applications Pumps
Current Opening (Designation)	Office coordinator (who can work as an assistant to EA)
Profile of the Candidates	<p>Role & Responsibilities: Administration & Operations: Coordination within the departments, Taking care of international and domestic itenary management (visa documentation, flight & hotel bookings), Coordination for corporate events. Marketing communication: Website handling, liasoning with creative agencies, getting brochures printed, and basic knowledge of digital marketing will be added advantage. Computer Skills: MS Office & Outlook, knowledge of digital marketing Qualification: Any graduate plus MBA with fluent English communication skills (verbal & written both) Experience: 2 to 3 years</p>
Locations	Senapati Bapat Road, Pune
Number of Candidates	1
CTC / Pay Package (yearly)	1.80 lpa to 4 lpa
Date of Joining	Depending on the notice period
Selection Process & Criteria	Telephonic round, F2F interview, Hr round.

Contact Person: Gandhali Bagade

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