

<b>Job Role</b>	The position would be Manager at IMC Chamber of Commerce and Industry's Ladies' Wing department
<b>No. of Positions</b>	1
<b>Designation</b>	Manager
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Execution/ Management of Data</li> <li>• Coordination with Members</li> <li>• Website and Social Media Coordination</li> <li>• Handling day to day administration work related to Wing/ Members</li> <li>• Handling inquiries, attending calls and calling pertaining to Wing/ Members</li> <li>• Handling day to day accounts of the department related to Wing/ Members</li> <li>• Any other work related to Wing/ Members</li> </ul>
<b>Desired Skills</b>	<ul style="list-style-type: none"> <li>• Computer knowledge</li> <li>• Good Communication skill</li> </ul>
<b>Education</b>	B.com
<b>Salary</b>	Please contact if interested
<b>Mail us @</b>	priyanka@imcnet.org