

**NOTICE**

**Placement – IRM Offshore & Marine Engineer Pvt. Ltd**

IRM Offshore and Marine Engineers Private Limited is the flagship company of the IRM group which was founded in 1964. From a modest beginning as a manufacturer of rubber and allied items for textile, engineering and mining industries, today IRM has grown into a large scale multi-divisional company offering 2,000 plus specialty rubber engineering products and services, mainly for offshore and on-shore oil drilling, marine and infrastructure industries. We hope to reach to an annual turnover of Rs.300 Crores by the end of this financial year.

**Website:** [www.irmome.com](http://www.irmome.com)

**JOB PROFILE DETAILS**

We are looking for experienced Male/Female candidates for **Assistant Executive** position in our company based at Ahmedabad.

**Job Role:**

- Record Keeping & Filling
- Data Management
- Preparing PPT & Updating MIS work
- Preparing Banking Letters & Bank Guarantee Documents
- Billing Entries & Documentations
- Coordinate with Internal team about specific order
- Courier Tracking & Proforma Invoice
- Payment Documents & Dispatch Summary
- SAP Software (Training will be provided)

**Candidate profile:**

- Presentable & Confident
- Should have basic Computer knowledge
- Should have good Interpersonal Skills
- Employment Type: Full Time, Permanent
- Position: Assistant Executive

**Education :**

Must have completed Any Graduate

**Experience :** 0 to 3 Years

**Salary Package : 2,40,000 – 3,60,000 P. A. (Depends on Interview)**

**Students interested may also revert to Dr. Maulik Rathod ([maulik.rathod@raiuniversity.edu](mailto:maulik.rathod@raiuniversity.edu)) Placement Coordinator, Rai School of Management Studies) by July 01, 2024.**

**Rajesh Nair  
Training & Placement  
Corporate Resource Cell**