

## Office Staff ( Shorter Executive )

### Qualifications

Minimum 12th pass/Graduate

### Experience

Fresher or experience both can apply.

### Description

(adsbygoogle = window.adsbygoogle || []).push({});  
Urgent requirement for Logistic company

Location : Mandi, H.P.

Post : Office Staff ( Shorter Executive )

No. of requirement : 1,

Qualification : Minimum 12th pass/ Graduate

Salary : 10k + ESI + PF

Experience : Fresher and experience both can apply

Skills : Computer skills

Documents Required :

1. Aadhar card
2. Pan card
3. Driving License
4. Front page copy of bank passbook ( For salary purpose )

Note : Preference will be given to those candidates who have good computer knowledge.

### Skills

Computer skills

### Responsibilities

Shorting of couriers according to Location.

Making report of incoming and outgoing couriers.

Perform duties assigned by supervisor.

### Hiring organization

Motivfly Consultancy Services Pvt. Ltd

### Employment Type

Full-time

### Beginning of employment

5th June, 2021

### Duration of employment

Permanent

### Industry

Logistic Industry

### Job Location

Mandi, Mandi, Himachal Pradesh, India

### Working Hours

10 hours

### Base Salary

INR 10,000 - INR 12,000

### Date posted

02/06/2021

### Valid through

31.12.2021

### Contacts

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