

## Advertisement for the post of Project Assistant

<b>Name of the Post</b>	<b>Project Assistant</b>
<b>Business Unit</b>	Lucknow Branch
<b>Reporting to</b>	AGM & Incharge
<b>Location</b>	Lucknow
<b>Preferred Qualification</b>	Graduate in Any Discipline Candidates with Master's degree will be given Preference. Must have knowledge of Ms Office, Word and Excel and should be computer savvy
<b>Remuneration</b>	As per Industry
<b>Job Description</b>	<ul style="list-style-type: none"><li>• Typing, revising, editing, and proofreading various documents in both English and Hindi and report to the Project Director</li><li>• Performing related clerical tasks such as photocopying, scanning, printing, file maintenance, and scheduling conference rooms</li><li>• Assist in establishing objectives and meeting agendas of the specified Projects.</li><li>• Project wise maintaining the File &amp; records promptly</li><li>• Maintaining Invoice and Payment related data.</li><li>• Any Task Assigned by the AGM &amp; In charge and Senior Authority.</li></ul>
<b>Date &amp; Place of Interview</b>	<ul style="list-style-type: none"><li>• 26<sup>th</sup> December 2023, 2:30 PM</li><li>• Venue: AFC India Limited, 21 Vidhan Sanha Marg Lucknow</li></ul>
<b>Contact Information</b>	Interested Candidates can send their CV to <a href="mailto:lucknow@afcinida.org.in">lucknow@afcinida.org.in</a>