

Indian Leather Technologists' Association · Kolkata, West Bengal

Job Position :

COMPUTER SAVVY OFFICE ASSISTANT

The candidate preferably should be :

Age (Around 30 - 35 years preferable)

Well conversant in English (Writing and Speaking),

Computer savvy (Website maintenance, DTP works & Email handling etc.)

Social Media Friendly (Facebook, YouTube, LinkedIn etc. editing, uploading and follow up)

Knowledge of Online Marketing (Buying & Selling of commodities)

Knowledge of hosting online meetings on digital platform.

Experienced in similar type of jobs for Minimum 3 - 5 years

Remuneration : Negotiable

Interested Candidate may send their CV to admin@iltaonleather.org