

Post of Admin Officer (1 Post) in Tamil Nadu Green Climate Company

A. Eligibility Criteria:-

1. Educational Qualification

MBA from any recognized institutes.

2. Work Experience

Minimum of 5 years of experience in Government /Leading Corporate Firms as Administrative Officer or similar roles handling administrative tasks.

The Candidate must possess work experience in the following areas,

- To prepare regular administrative reports.
- Co-ordinate with Stakeholder Departments and Organizations.
- Prepare reports and presentations with statistical data, as assigned.
- To handle end to end administration for a daily operation of a company.

3. Skills

The applicant must be proficient in office procedures and computer applications.

Multitasking abilities, excellent organizational and communication skills are necessary for the applicant.

4. Age Limit

Upto 50 years as on 01.01.2024

B. Duration of Assignment:-

The duration of the assignment shall be initially for 1 year from the date of award of the assignment.

C. Remuneration:-

The monthly remuneration shall be Rs.50,000/-(Consolidated)

D. How to Apply:-

Application shall be made online on the link given on Tamil Nadu Green Climate Company Website(tngreencompany.com)

E. Last Date for Application:-

Last date for submission of the Application **04.03.2024**

F. Others:-

All applications must be made online at <https://tngreencompany.com>

Applications received in hard copy shall not be considered.