

JMS Mining

Office Associate

Job Profile Details

Placement Cycle

ARKA JAIN University - Placements 2024-25

Job Location

PAN India

Date of Visit

May 16, 2025

Position Type

Full Time

Expected Hires

NA

Sector

Administration

CTC

INR 601519

Category

Level 2 - General

Description

ABOUT COMPANY:

JMS Mining Private Limited, hereafter referred as JMS, is the pioneer & market leader in implementation of Mass Production Technology in Underground Coal Mining in India. We have implemented worlds latest technology Continuous Miner & Bolter Miner in this country. It has presence in major Underground coal mining clusters in the country. Coal India Ltd. and Singareni Collieries Company Ltd., Indias top two coal producing companies, are its esteemed clients.

They have introduced Bolter Miner first time in India. They have introduced system for Real Time Prediction of roof caving in developing operation. They maintain global safety standards in everyday activities at all places and levels. Their Life Cycle Management for underground mines is the best in its class. They manufacture support materials to maintain quality and in time availability of the same.

They have owned three Commercial Coal Blocks in the auction organised by MoC. They have bagged two MDO projects in CCL & ECL. Also, JMS received an award as the Most Preferred Workplace for FY 2022-23 presented by Marksmen Daily, an India Today TV Initiative.

WEBSITE: www.jmsmining.com

Job Responsibility:

MIS report preparation.

Overall supervision of guest house facility

In charge of the project vehicle. Maintenance of Attendance, and in-out register of mine.

Interaction with project personnel to understand their grievances and communicate them to project manager for redressal.

Processing of vendor invoices as per company SOP and sending them to HO for payment

Liaising with customers for invoice payment collection

Maintenance of project cash and its entry in SAP

Assisting the project manager and commercial officer/respective H.O. Ds in day-to-day activities

Open for Courses

- Jain - Arka Jain University Jharkhand

MBA (Semester)

1. Business Administration & Management
2. Finance
3. Human Resources
4. Commerce
5. Finance & Financial Management
6. Marketing
7. Marketing & Sales
8. Marketing & Finance
9. Marketing & Human Resource

Eligibility Criteria

MBA (Semester)

All students are eligible

Work Experience Criteria

No work experience based criteria defined yet!

Allowed Genders

[Y] Male students
[N] Female students
[N] Other Genders

Backlogs

Students with backlog(s) not allowed

Hiring Workflow

Pre-placement Talk

No Venue/Time specified

Written test

No Venue/Time specified

Group discussion

No Venue/Time specified

HR interview

No Venue/Time specified

Additional Info

No additional information