

Rosa Tech

Founder's Office Executive

Job Profile Details

Placement Cycle	ARKA JAIN University - Placements 2024-25
Job Location	Adityapur, Jamshedpur
Date of Visit	NA
Position Type	Full Time
Expected Hires	NA
Sector	NA
CTC	INR 350000 - 600000
Category	Level 2 - General
Description	<p>Key Responsibilities:</p> <ul style="list-style-type: none">o Support the Founder in daily operations, scheduling, communication, and project coordination.o Prepare reports, presentations, and documents using MS Word, Excel, and PowerPoint.o Assist in the planning and execution of company-wide initiatives.o Coordinate with internal teams and external stakeholders as needed.o Manage tasks with a high level of discretion, confidentiality, and efficiency. <p>Required Skills & Qualifications:</p> <ul style="list-style-type: none">o Bachelor's degree in Business Administration, Technology, or a related field.o Open to both experienced professionals and entry-level candidates.o Proficient in MS Word, Excel, and PowerPoint.o Strong communication and interpersonal skills.o Excellent time management and organizational abilities. <p>Additional Information:</p> <ul style="list-style-type: none">o Salary Package - 3.5 to 6 LPAo Training Period - 6 Monthso Bond Agreement - 1 Year

Open for Courses

- Jain - Arka Jain University Jharkhand
- BBA

1. Marketing
2. Human Resources
3. Business Administration & Management
4. Commerce
5. Entrepreneurship
6. Finance & Financial Management
7. Accounting
8. Banking
9. Digital Marketing
10. Finance
11. Marketing
12. Human Resource

B.Com (Hons.)

1. Accounting
2. Finance & Financial Management
3. Marketing
4. Human Resources
5. Commerce
6. Data Science
7. Finance
8. Marketing
9. Human Resource
10. Finance

Eligibility Criteria

B.Com (Hons.)

All students are eligible

BBA

All students are eligible

Work Experience Criteria

No work experience based criteria defined yet!

Allowed Genders

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

Backlogs

Students with backlog(s) not allowed

Hiring Workflow

Online Interview

No Venue/Time specified

Additional Info

No additional information