



Mining Engineers Association of India

Manager - Office and Operations

Job Description

1. Smooth administration and management of activities in Mining Head Quarter Office.
2. Maintain all documents and records of account keeping.
3. Responsible for effective coordination with the office bearers and members on daily basis.
4. Ensuring adherence to prescribed procedures
5. Enforce adherence to legal guidelines and in-house policies to maintain the association's legality and ethics.
6. Maintain a deep knowledge of the objectives and activities of the Association.

Desired Candidate Profile

- MBA/MSc/MA in Business administration or equivalent.
- Proven experience of 2-3 years in managerial position.
- Familiarity with diverse business functions such as marketing, PR, finance etc.
- Strong understanding of corporate finance and performance management principles.
- In-depth knowledge of corporate governance and general management best practices.
- Experience in developing profitable strategies and implementing vision.
- Excellent communication and public speaking skills.

Location

MEAI Head Office, Hyderabad

Interested candidates may reach us with their resume at meai1957@gmail.com