

## **NNF RECRUITMENT NOTIFICATION 2018**

NNF is inviting applications for the position of **Office Administrator**.

**Last Date for Submission of Application is 15/01/2019.**

**Post:-**Office Administrator – 01

**Type of Appointment:** Full Time

**Profile:** Experience of handling HR and Administrative work, maintenance of day to day functioning of NNF Office, Knowledge and exposure to statutory compliance. Good communication and report writing skills, proficiency in English, computer savvy – knowledge of Word, Excel, Power Point, & website maintenance.

**Experience:** More than 5 years (person with recommendation letters will be given preference)

**Salary:** Rs.4, 50,000 - 6, 00,000/- P.A (negotiable for exceptionally qualified candidate)

**Job Location:** The position will be based at the NNF headquarters, New Delhi.

**Educational Qualification:** Graduation and Equivalent from a Govt. recognized University/Institute, (MBA/ Diploma in Management would be preferred).

**Age:** Between 30 to 50 Years.

**Note:** To apply submit your resume and write to NNF Office at [secnnf@nnfi.org](mailto:secnnf@nnfi.org)/ [info@nnfi.org](mailto:info@nnfi.org)

Candidates will be informed the date & process of Interview. Travel Expenses would be borne by the candidates themselves.