

# GRAMEEN SNEH FOUNDATION

## (Job Opportunity)



Grameen Sneh Foundation ([www.grameensnehfoundation.org](http://www.grameensnehfoundation.org)) - a Pan India ISO Certified and Limca Book of Records Awarded Non-Government Organization actively working in the sectors of Health, Skill Development, Education, Relief & Rehabilitation, Art & Culture since 2009 is looking for Competent, Self-Motivated, and Dynamic candidates to fill the following position for its Delhi-NCR office in Vaishali Ghaziabad. **Last date of submission** for the application form is **10.01.2020**

S No.	Position	Qualification	Experience	Salary (in INR)
1.	Accountant (1)	B.Com with Tally Exp./CA Inter	Minimum of 01 year of relevant work experience in accounts.	10,000 – 12,000
2.	Office Executive (1)	BBA / BSW / Graduation / MSW	Preference shall be given to those candidates, who has experience in NGOs sector and who has capability to generate Resource.	8000
3.	Assistant Manager (1)	BBA / BSW / Graduation	Minimum of 02 year of relevant work experience in management position. Preference shall be given to those candidates, who have at least 2 years of experience in NGOs sector and who has capability to generate Resource.	10,000 – 12,000
4.	Assistant Manager (IT)	BS in Computer Science, MIS or similar field	Minimum of 02 year of relevant work experience in IT Sector. Preference shall be given to those candidates, who have at least 2 years of experience in NGOs sector.	10,000 – 12,000

### Skills Required:

- Strong decision making and leadership skills
- Ability to work under pressure
- Able to work independently
- Able to plan and prioritize
- Excellent spoken & written English, Computer skills and interpersonal communication skills.

Please note:-**Additional honorarium shall be paid for better performance in resource generation.**

### How To Apply

To apply for the above position please e-mail/mail your CVs with cover letter and mention the post being applied for in the subject of your letter/ e-mail at [ggsfdelhichapter@gmail.com](mailto:ggsfdelhichapter@gmail.com)  
People matching the criteria are encouraged to apply. Only shortlisted candidates will be contacted.