

Ref: RI/RE/22-23/02

Date: 25/06/2022

JOB ADVERTISEMENT

Renaissance Infrastructure has a vacancy for an Office Administration, particularly for our Head Office. Applicants should have previous experience or fresher.

Candidate Qualifications: Master of Business Administration (MBA).

Job Description: Fluency in English, appropriate computer skills, Coordinate between Client & Site follow up, day to day reporting to the boss, updates, meeting arrangements, Accounts Dept. & Purchase Dept. Monitoring etc.

Applications, including full curriculum vitae and references to:

Mail: Info@renaissanceinfrastructure.com

Mail: infrastructurerenaissance@gmail.com

Mr. Debkumar Das Contact No.9381353768.

Closing date: 15/07/2022

Thanking You



Kartick Barman (HR Dept.)
Renaissance Infrastructure