



Ref:BOD/HR-011/2020

Date:09/03/2020

RECRUITMENT NOTICE:**Applications are invited from eligible candidates to fill up for the following vacancies**

Sl. No	Position	No. of post	Qualification
1	Chief Operating officer	1	Graduate/Post Graduate Working experience of at least 5 years Fluency in Local language and English(oral/written) Basic knowledge of computer Age: 25-40 yrs
2	Operating officer	1	Graduate Working experience of at least 2 years Fluency in local language and English (Oral/Written) Basic knowledge of Computer Age: 22 – 35 yrs
3	Accountant	1	Graduate (B.Com desirable) Working experience of minimum 3 years Knowledge in basic accounting Shall be proficient in MS word, Excel Knowledge of Payroll accounting desirable Age: 20-32 yrs
4	Administrative Assistant	2	Any Graduate Working experience 2 years. Fresher can also apply Knowledge of computer (ms word, excel) Age 18-32 yrs
5	Clerical staff	3	10+2 Proficiency in Basic Computer knowledge Age 18 - 30 yrs
6	Receptionist	1	10+2 Proficiency in Basic Computer knowledge Age 18 - 30 yrs
7	Business Development Agent	15	VIII above Age 25-45 yrs Fluency in Local language



KHANKHO-LOM PRODUCER COMPANY LIMITED

Under Ministry of Corporate Affairs, Govt. of India

CIN:U01100MN2019PTC013989

M. Thingjabuong, Thurachandpur, Manipur - 795128

8	Community Mobilizer	4	Graduate Desirable: having work experience in NGO Basic Computer Knowledge English with Local language preferable Age: 22-40 yrs
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**Salary as per Khankho-lom Producer company pay rule.*

Please visit www.khankholompc.com or contact the following for further details .

1. 6909582939
2. 9366514274
3. 8732012515

Last date of form submission: 23th March 2020

Forms Available at Moria-Digitech, Tuibong Opposite traffic post from 11/03/2020

HR Department
Khankho-Lom Producer Company Limited