

About the Organization:

Procyntech Consulting Pvt. Ltd. is a Startupindia & Startupodisha registered fastest growing company based out of Bhubaneswar, Odisha. The company has been working with various clients including Government and corporates and aims for its international presence in coming years in power, clean energy, consulting on (health, social and urban), software development and ITES / BPO sector.

Procyntech is currently looking for creative and self-starting candidates to fill up the positions of Business Development Manager, IT Support cum Logistics Asst. and Finance cum Office Administration Executive on full-time basis for our Corporate Office at Bhubaneswar.

1. Business Development Manager:

Qualification, Experience and essential requirements:

- B. Tech / MBA or with similar qualification having good academic career with minimum 2 to 3 years of experience in corporate or similar sector
- Excellent command over MS Office and Internet
- Good verbal and written communication skills in English & Hindi
- Must be passionate to explore various business areas and initiate the client-based communications
- Must be dedicated, committed, honest and with ability to perform as per situation demand with a passion for growth

2. IT Support cum Logistics Asst.:

Qualification, Experience and essential requirements:

- Diploma in Electronics / Electricals or any Graduate with good academic career of 1 to 2 years
- Excellent command over MS Office and Internet
- Good verbal and written communication skills in English & Hindi
- Must be dedicated, committed, honest and with ability to perform as per situation demand with a passion for growth

3. Finance cum Office Administration Executive:

Qualification, Experience and essential requirements:

- B. Com / M. Com / MBA (Fin.) with good academic career
- Excellent operation knowledge in MS Office and Internet
- Excellent command over Tally
- Must have hands in experience of at least 1 to 2 years in GST, TDS, PT, ITR, EPFO, and ESIC etc.
- Good verbal and written communication skills in English & Hindi

Candidates fulfilling the above criteria may apply with their latest biodata within seven days from the date of advertisement to the following email - contact@procyntech.in. Only shortlisted candidates will be called for the interview. Salary will not be a constraint for the right candidates.

Disclaimer: Procyntech reserves the rights to reject or select any candidate as per its requirement or fully cancel the process of recruitment.