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Always Looking For Great People...

<u>Position:</u>	Field Executive
<u>Location:</u>	Delhi / NCR
<u>Relevant Sectors:</u>	Client Servicing, Relationship Building, Payment Realization, Miscellaneous Fieldwork such as submission of invoices, proposals, etc.

AMS (www.amsindia.org) is currently engaged in offering development research and consulting based services to various Govt. departments and international agencies (**World Bank, Unicef, UNDP, WFP, etc.**). To manage our Delhi field tasks, we are looking for—

Field Executive

Delhi/NCR

Job Responsibility

- Miscellaneous Fieldwork such as submission of invoices, proposals, etc.
- To follow-up the due payments from clients
- To connect the clients with our higher officials as per need
- To coordinate meetings & interviews organized in Office
- Any other task as assigned by the higher officials

Eligibility

- **Graduate / Post Graduate in any discipline**
- Good communication skills with basic knowledge of computers
- Freshers as well as experienced candidates are encouraged to apply.

Mandatory

- **Must have a two wheeler with valid Driving License**
- **Must be a native of Delhi, preferably South-West Delhi (In & around Dwarka)**
- Preferred Age: **below 35 years**

Remuneration

Rs. 25,000/- per month (*Fixed*) + Local Conveyance + Mobile Expenses

How to Apply

Interested candidates may please mail their **detailed CVs** along with a **recent photograph** by **31st Oct (Wed), 2018** to hrd@amsindia.org.

 **Only short listed candidates shall be notified by us.**