

Aludecor Laminations Pvt Limited
(Full-Time Opening for Alumni + Batch 2017-2020)

Company Name: Aludecor Laminations Pvt Limited

About Company:

Aludecor is an ethical corporate entity that manufactures MCP (metal composite panels), a product, which has wide usages and application. Since its inception, Aludecor has been the best at what it does. It is a brand that celebrates good architecture and is committed to a beautiful world. Besides leading its hardcore business part, Aludecor equally contributes to society as a responsible corporate citizen. Aludecor is not only a good employer but also believes in changing lives through innovation.

Since the last 2-3 years, Aludecor as a company has grown steadily, leaving behind the industry growth. Our wide selection of innovative and performance ACPs have been continuously doing well in the market. Usage of state-of-the-art technology and backed by a talented and dedicated workforce has doubled the growth capacity of the company. In the recent past, we have expanded our business even to the uncharted territories where Aludecor products have done exceptionally well

Position: Executive Assistant (mainly will assist the Director)

Location: Kolkata

Desired Profile:

1. **Graduation** – BBA (2018, 2019 pass out preferably from JDBI. MBA graduate shall be a 2nd preference).
2. Very superior communication skills and Excel skills – pre-requisite excel certification course.
3. Work experience of 2 years shall be wonderful.
4. High aspirations with a humble background shall support in aligning the candidate to the larger career goal.
5. Salary – minimum 4.00 Lac
6. Should be ready to travel if needed.
7. Inhouse work and coordination.

Salary Offered: Rs 4.00 Lac Per Annum

Interested students are requested to mail me your name, roll no and batch at jdbikolkata@gmail.com by 25th February 2021 (Thursday).

Thank you,

Mangala Tamang Chakrabarti
Placement Department
J.D.Birla Institute
(Dept of Management)
Date: 22nd February 2021