



208 B, Best Paradise, Plot No. 4, Sector 19, Dwarka  
New Delhi, Delhi-110075

## TECHNICAL MANAGER RECRUITMENT

Applications are invited for Graduates and Diploma in IT for the full term position of Technical Manager in Delhi, Ghaziabad region.

**Job Purpose:** Incumbent will be responsible for all the necessary input to facilitate the smooth running of organization. He/She should possess excellent communication and office management ability.

**Job Requirements:**

- ❖ Draft memorandum, notes, letters in final format
- ❖ Schedule and plan meetings and appointments
- ❖ Coordination within the organization and with different agencies.
- ❖ Maintains office operations by receiving and distributing communications; collecting and mailing correspondence etc.
- ❖ Excellent communication and writing skills.
- ❖ Proficiency in PHP Language
- ❖ Proficiency in MVC along with Laravel framework.
- ❖ Proficiency in designing the web pages
- ❖ Well Knowledge of Photoshop software.

**Job Detail:**

- Experience- Working experience in corporate office
- Working Hours- 9 A.M. to 6 P.M.
- Working Days- Six days a week
- Place of Work – Delhi, Ghaziabad
- Salary- Commensurate with experience
- Last Date To Apply- January 26<sup>th</sup> , 2021

\*\*\*Send your detailed resume via email to [office.kfa@gmail.com](mailto:office.kfa@gmail.com) or via Whatsapp to 8929601970