

## **The Bombay Textile Research Association (BTRA)**

**L. B. S. Marg, Ghatkopar (West),**

**Mumbai-400086**

### **Receptionist cum Telephone Operator**

Receptionist cum Telephone Operator managing Front Office should have excellent command over English, Hindi and Marathi.

Qualification: Graduate in any discipline.

Experience: 1 to 2 years experience desirable. However, freshers can also apply.

Salary: Commensurate with qualification and experience

### **Administrative Officer**

Should be a dynamic and highly motivated individual possessing excellent inter-personal skills and proven leadership qualities. The incumbent is expected to have sound knowledge in overall aspects of administration including establishment, PF, statutory/legal, stores, accounts, tender related matters, etc.

This is a responsible position and the person is expected to carry out work paying attention to the minute details and must provide an effective administrative support for this Research Institute. Excellent command over English (both verbal/written) is a must.

Qualification: Graduate (B.Com/B.Sc), MBA preferred but not essential

Experience: Minimum experience of 5 to 6 years

Salary: Commensurate with qualification and experience

## **Junior Accounts Officer**

Should be a dynamic and highly motivated individual expected to have sound knowledge in overall aspects of account related matters, such as account reconciliation, service tax, Income tax, GST, compliance procedure, etc.

This is a responsible position and the person is expected to carry out work paying attention to the minute details. Excellent command over English is a must.

Qualification: Graduate (B.Com/M.Com)

Experience: Minimum experience of 5 years

Salary: Commensurate with qualification and experience

*Interested candidate should apply to the Director within ten days from the publication of this advertisement. Application should be sent to the following e-mail address mentioning the position for which the application is being addressed, giving the current position, gross salary, experience details, etc. Computer literacy is a must for all the above positions. Candidates applied earlier need not apply again.*

**E-mail: [btrdirector@gmail.com](mailto:btrdirector@gmail.com) or [btra@vsnl.com](mailto:btra@vsnl.com)**