

## **COMMERCIAL :**

**JOB TITLE** : Commercial Assistant

**LOCATION** : Nana Chiloda, Gandhinagar

**JOB DESCRIPTION** : Will be responsible for dispatch, generating P.O., C form, making invoice, follow ups for payment, Telephonic & email communication with customer.

**QUALIFICATION** : B.Com

**SKILLS REQUIRED** : Good English communication & Email Communication Is must.

**EXPERIENCE** : Experience of atleast 2 to 3 years will be preferred.