

About AMSI Technologies

We are a growing Engineering and Software Technologies - Consulting & outsourcing company. We do also provide progressive training and outsourcing support in the existing and emerging "Engineering and Software Technologies"

Current Role: Administration Assistant

We are looking for a young, energetic, dynamic female candidate who is self-responsible and managerial skills to look after, manage and develop our new training facility in Bangalore. There is high Prospectus of growth with us. We give equal opportunity and keep good discipline all across the company.

Responsibility:

- Responsibility in organising training courses
- Answering and making calls to promote business
- Assisting attendees by giving out full information about the training program
- Interaction with candidates and staffs, make sure all going well and good
- Organising seminars, meeting, assisting all activities in need
- Training plan & development and placement assistantship
- Flexible in working hours and meeting customers' expectations is important
- Candidates fluent in English is preferred

Qualification: Any diploma or degree equivalent

Salary:Industrial standard and excess depend on experience

Location:Bangalore

Please send you up to date CV to hr@amsitech.com. For more information about us please visit www.amsitechnologies.com