

About the company:

Innocule manufactures speciality chemicals and performance aids for the mineral industry. The product portfolio includes a vast range of additives specifically catering to the challenges faced by the Indian mineral industry. **Innocule** is a startup founded in 2013 and aims to be a market leader in providing cost effective solutions to Indian Mineral Industries. The company is R&D driven with main focus on developing industrial relevant polymers and surfactants. For more information, please visit: www.innocule.co.in. Interested candidates are required to send CV/resume to Ms. Surbhi Sarna (surbhi.sarna@innocule.co.in and sales@innocule.co.in)

Post: Office Executive (No of positions: 1)

Job Responsibilities:

1. The candidate will be responsible for day-to-day administrative jobs in office. He will be responsible for following roles:
 - a. Follow-up with our sales tax and other consultants for timely filing of various Govt. returns.
 - b. Responsible for procuring raw material from different parties. He should be able to search for parties, get quotes for raw material procurement and finally prepare purchase orders to the deserving party.
 - c. Follow-up with transporters for timely delivery of material.
 - d. Other office related jobs like documentation, HR related works, labour payment, filing relevant documents etc.
2. *Those looking for a regular 9-5 job are advised not to apply.* Innocule is a start-up and fast growing company with immense potential for learning and growth. Though the broad job responsibilities are given above, the candidate should have the willingness to shoulder other responsibilities if required.

Place of Posting:

You will be based at Bhubaneswar, either at our office in KIIT, Patia or IMMT-Acharya Vihar.

Eligibility:

Graduate of any stream (preferably from Commerce or Science background) having excellent command over English (both written and spoken). Candidates having 1-2 years of experience in basic accounting or other front-desk job will be preferred.

Compensation:

1. Initially the candidate will be recruited as *Trainee* for 2 months. The stipend during the training will be Rs. 7000-9000/Month
2. If the candidate's performance is found to be satisfactory during the training period, he/she will be offered the position of *Office Executive* with a salary upto Rs. 9000-15000/month depending on performance.