



Form No.: VSI/Personnel/ Job Advt./FM-16/2020-21

<b>Job Title*</b>	<b>Walk in interview for the Post of Customer Care Executive (CCE) (1 post) at Department of Alcohol Technology and Biofuels on 15<sup>th</sup> October 2020 at 10.30am</b>
<b>Company Name</b>	VASANTDADA SUGAR INSTITUTE PUNE
<b>Company Profile</b>	VSI established in 1975 by the sugarcane growers of the co-operative sugar factories, is the only organization of its kind in the World. The institute performs under one umbrella all scientific, technical and educational functions relevant to the Sugar Industry. The institute endeavor to improve and increase the productivity in the Sugar Industry through three main channels namely - Academics, Research and Extension. VSI symbolizes a unique partnership between Sugar Industry, the Scientific Community and the Cane Growers.
<b>Name of the Post*</b>	<b>Customer Care Executive (CCE)</b>
<b>Name of Department*</b>	<b>Department of Alcohol Technology and Biofuels (AT&amp;B)</b>
<b>Compensation (Per month)*</b>	<b>Rs. 12000 pm (This Post is Purely on Contractual basis for a period of 11 months)</b>
<b>Job Profile*</b>	<b>Job Profile in detail;</b> 1. CCE will work under HOD of AT&B 2. CCE will receive NABL & Non-NABL (AT&B) samples and allot them to the respective laboratories. 3. CCE will be involved in custom care related activities such as sample inward, analysis report outward, dispatch of analytical reports, customer's feedback, attending customers call, documentation, record-keeping, etc. 4. CCE will prepare payment receipt, its tax invoices/pro-forma invoice and also take follow up of the payments. 5. CCE will assist to quality manager in NABL related work. 6. CCE should proficient in English 7. CCE should have good Knowledge of word/ excel/ email, databases, data entries
<b>Qualification*</b>	Any Science Graduate
<b>Experience*</b>	1-2 yrs
<b>Ref. No.*</b>	5.10.2020
<b>Location*</b>	<b>Generally by default is 'Pune' and 'Anywhere in India'</b>



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<b>Terms &amp; Conditions*</b>	<ul style="list-style-type: none"><li>• This post is purely on temporary contractual basis for a period of 11 months.</li><li>• No TA or DA will be given to the candidates appear for interview by the Institute.</li><li>• Candidates should bring original mark sheets/certificates, testimonials and experience certificates along with certified copies at the time of interview.</li><li>• Decision of the Institute will be final.</li><li>• Institute reserves the rights to fill or cancel any post or all posts without assigning any reasons thereof.</li><li>• For location of VSI, see <a href="#">Location/ map</a>.</li></ul>
<b>Details of mode of application Submission*</b>	Walk in interviews will be held at <b>Department of Alcohol Technology and Biofuels on 15<sup>th</sup> October 2020 at 10.30am</b>
<b>Contact Information</b>	<b>Prof. S. V. Patil</b> <b>Head, Prof. &amp; Technical Adviser</b> <b>Department of Alcohol Technology and Biofuels</b> <b>Vasantdada Sugar Institute</b> <b>Manjari (Bk.), Tal. Haveli, Dist. Pune 412 307.</b> <b>Phone: 020-26902100/ext. No.</b> <b>Fax : 020-26902244</b>
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<b>Keywords*</b>	Customer care, NABL, Analysis, Reports, Documentation, Alcohol, Accounts.