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| **About National Cooperative Organics Limited (NCOL)** |
| Realising the potential for scaling up the organic food sector, National Cooperative Organics Limited i.e. NCOL has been set up as a multistate cooperative Society jointly promoted by the National Dairy Development Board (NDDB), GCMMF (Amul), NAFED, NCDC and NCCF as promoter members. The vision of the Society is to act as an umbrella organisation to encompass all activities related to organic products produced by co-operatives leading to the realisation of ‘Sahakar se Samriddhi’. To know more about NCOL, please visit: <https://ncol.coop/> |
| **JOB DESCRIPTION** |
| **Position** | Junior Executive Accounts |
| **Location** | Delhi |
| **No. of Positions** | 2 |
| **Major Accountabilities**  | 1. Checking and timely settlement of all bills of services and supplies.2. Checking and Settlement of Imprest/ Misc Advances3. Accounting of Debit/ Credit Notes4. Accounting Entries related to Sales, Purchases and Expenses 5. Stock Entries in Tally6. Any other work as & when required |
| **Education** | Graduate in Commerce, preferably with CA (Inter) /ICMA (Inter). Knowledge of computerised accounting systems & MS Office is desirable. |
| **Experience** | Minimum 4/3 Years of experience in FMCG/ Co-operative.Experience in dealing with Accounting, Taxation, Audit and Banking. |
| **Approx CTC (per Annum)** | Remuneration would be commensurate with qualification and experience |
| **How to apply** | **Forward the updated CV to hr@ncol.coop**The last date to apply is 14 August’24 |