

Dear candidate,

We are pleased to inform you that Model Career Centre Shillong(Employment Exchange, Shillong) is organizing a placement drive on the 1st of December 2023 in the Employment Exchange Office premises.

The details of the placement drive are as follows:

Date: 1st Dec 2023 (Friday)

Time: 10:30-11:30 PM(registration will be closed at 11:30AM sharp)

Venue: Employment Exchange, Shillong

1. Post name: Production planner

Qualification: Graduate

Experienced candidates/candidates with Business administration background are preferred.

Salary: Negotiable

Location: Shillong

Additional skill requirements:

- Pressure handling personality.
- Willing to work off time.
- Certified in production and inventory management or other relevant certification.
- Watching cost to stay within budget estimated.
- Ensuring raw material available for production.
- Knowledge of quality control principles.
- Strong in computer & math skills.

Mandatory: Kindly come with the following documents:

1. A copy of your CV
2. One of the government approved ID cards (EPIC or Aadhaar or PAN or Passport or Driving Licence).
3. Employment Exchange Registration Card (candidates who are not registered with employment exchange are encouraged to do so in order to participate)