



**Role: Executive**

**Location: Bangalore**

**Total Experience: 1-3 years**

Vacancy ID – 0010/Feb16

<b>Job Title</b>	<b>3B2-Paginator</b>
<b>Organization</b>	<b>MPS Limited</b>
<b>Job Description</b>	<b>Requirements</b> <ul style="list-style-type: none"><li>• To Co-ordinate with the production team to produce and prioritize the jobs.</li><li>• To gather and compile the data, check the articles, convert the post script file .</li><li>• To work closely with the seniors and team leader to create agendas, planning targets and ensuring that the targets are met.</li><li>• Keeping the team leader informed about task accomplishment, issues and status.</li><li>• Knows and adhere to standards of quality.</li></ul>
<b>Eligibility</b>	<ul style="list-style-type: none"><li>• Any Computer Graduate / Diploma</li><li>• Good Communication and writing skill</li><li>• Mandatory-knowledge of 3B2 Paginator</li><li>• Should be good in interpersonal skill and must be a team player.</li></ul>
<b>Contact</b>	<b>Nupur / Pooja</b> <b>Board Line : 80 4178 4242 Extn: 4137</b>

