



Advertisement for the Post of Officer, Finance and Admin at SAEINDIA WESTERN SECTION

The Society of Automotive Engineers (SAE), Western Section, Pune is a vibrant premier professional society, having substantial following in the Indian automobile industry, involved in serving the Mobility Engineering Community engaged in design, manufacture and service of self-propelled vehicles and systems that move in land, sea, air and space.

Its vision is to continuously enrich knowledge base of practitioners in mobility industry and institutions in the service of humanity. (Please visit www.saeindia.org for more information)

SAE INDIA Western Section is now looking for a **dynamic individual, with proficiency in English, for post of Officer, Finance & Admin**, to shoulder the following responsibilities.

Roles & Responsibilities:
Work in a time-bound detailed action plan to execute the vision of SAEINDIA under guidance of Chairman and Governing Board of SAE India Western Section.
Develop a close and vibrant communication link between the SAEINDIA Western Section (WS) office and SAEINDIA.
Handling accounts and investments of SAEINDIA WS to enable provide value added services.
Overall handling of financial transaction activity of SAEINDIA in the Western Section.
Handling of Human Resources, Payroll, Attendance and General Administration.
Co-ordination with statutory authorities such as CA, Charity Commissioner, Co-ordination with Office Society, etc.
He / She will be stationed in SAEI WS office and will be required to travel as and when required.

Required Profile:	
Preferable Age Group	25 to 35 years
Education Qualifications	Graduate / Post graduate in Commerce stream.
Experience	3 to 10 years of experience in accounts department. Additional experience in managing finance is desirable. Candidate should be computer literate and proficient in English, with adequate Verbal and writing communication skills, able to undertake independent correspondence.
Emoluments	Up to Rs.3 lakhs per annum(CTC), commensurate with qualifications and experience.

Interested Candidates may send their CVs before 25th August 2019 to:

Mr. Sanjay Nibandhe

Chairman, SAEINDIA Western Section

SAE Western India Group, C-407, Wisteriaa Fortune, S. No. 95/2, Opp. Silver Spoon Restaurant, Wakad-Marunji Road, Wakad, Pune -411 057

Landline: 9096266575

Email: dd-ws@saeindia.org / sagarvm@saeindia.org