



## **Project Administrator**

Sciometric is looking for Project Administrator to be based out of **Pune** to work as part of Projects Team

### **RESPONSIBILITIES**

- Handling International and Domestic Shipping & Receiving.
- Handling custom clearance.
- Inventory Management including physical verification.
- Managing client interaction like follow-up for advances, delivery of the order and project schedule.
- Coordinating with Service Engineers for new projects & existing projects in the field.
- Repair Management.
- Co-ordination of Visa Applications

### **MINIMUM QUALIFICATIONS**

- Any Graduate (except BE)
- 3+ years of relevant experience
- Strong communication

### **ADDITIONAL DESIRED SKILLS**

- Prior experience of handling shipping
- Prior experience of handling/managing project
- Ability to work in a team.