

PAWAR PUBLIC SCHOOL, KANDIVALI

Date: 15/02/2023

Applications are invited for the post of Administrative Officer.

Eligibility criteria –

- Post-graduate / MBA with good communication skills and ability to correspond independently.
- Minimum experience of 5 to 8 years in reputed school
- Should have prior experience of dealing with Education Department and ICSE/CBSE Boards.
- Knowledge of finance and budget essential
- Candidates should have a good command over English and good man management skills.
- The applications should be addressed to the Principal, Pawar Public School, Kandivali or email it to the kalpa@ppskandivali.com clearly mentioning the position in the subject.