**JOB OPENING – REQUISITION FORM**

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| **Sr. No.** | **Heads** | **Details** |
| 1. | Name of Employer | AG.MARITIME PVT.LTD. |
| 2. | Nature of Business | SHIP MANNAGEMENT COMPANY |
| 3. | Postal Address | 503, 5TH FLOOR, BALAJI BUSINESS PARK,  ANDHERI KURLA ROAD, MAROL,  ANDHERI EAST, MUMBAI 400059,  RPSL NO. MUM / 308 |
| 4. | Tele., E-mail & Website | PHONE: +91-22-29208188 / 28590011 / 0044 / 4040Ext-222  EMAIL: PLACEMENT@AG-MARITIME.COM  WEBSITE: www.ag-maritime.com |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | MISS VAISHALEE  HR DIRECTOR (9029087299)  vaishalee.upadhyay@ag-maritime.com |
| 6. | Vacancy description : | |
| .1 Position including nature of work | OFFICE ASSISTANT CUM DOCUMENTATION EXECUTIVE |
| .2 Number of vacancies | 1 ,ONLY FOR FEMALE CANDIDATE |
| .3 Approx. monthly compensation & other benefits | AS PER MARKET STANDERED,  Confidential (HR shall directly discuss with the  applicant) |
| .4 Location of Employment | MAROL, ANDHERI EAST |
| .5 Any other details | JD:   * PREPARING ALL PRE JOINING DOCUMENTS OF SEAFERARE, ALL OTHER DOCUMENTATION WORKS RELATED TO MANNING OPERTAIONS. * EXPERIENCE CANDIDATE WILL BE GIVE PRIORITY. * FRESHERS CAN APPLY. |

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