



MAHATMA GANDHI VIDYAMANDIR, NASHIK

6th Floor, K. B. H. Dental College & Hospital,

Panchavati, Nashik - 422003

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Phone : (0253) 2628143/144 E-mail Id - info@mgvnasik.org

VACANCIES

Applications are invited from eligible and aspiring candidates for **Administrative Officer in Vehicle Management Department** at Head Office, Mahatma Gandhi Vidyamandir, Nashik.

Sr. No.	Department	Designation	Vacant Post	Qualification & Experience
1	Vehicle Management	Administrative Officer	01	Any Graduate with minimum 10 years' experience in the Vehicle/ transportation department.

Job Description: -

- ❖ All vehicle insurance and loan data should be maintaining time to time.
- ❖ Excellent interpersonal and communication skill.
- ❖ Make sure all vehicles should be maintain proper.
- ❖ Inspecting vehicles arranging repairs and routine maintenance
- ❖ Ensuring that all driver daily report maintain properly.
- ❖ Reducing the risk of vehicle overloading.
- ❖ Maintaining and completing accurate records.
- ❖ Having knowledge of all type of RTO works and good professional relation with RTO department.
- ❖ Supervise drivers to make sure their vehicles logbook is properly completed, and accurate procedures are followed.
- ❖ Prepare monthly maintenance plan and ensuring proper maintenance, servicing, and repair of all vehicles for top performance and safe operating conditions.
- ❖ Handle the insurance coverage and prepare necessary documentation for reimbursement claim.
- ❖ Having knowledge of buy and sell of vehicles.
- ❖ Arrange the car to all office bearers at any time.
- ❖ Make a fuel consumption monitoring.
- ❖ Liaising with company vehicle repair shops.
- ❖ Conducting road safety lectures regularly.
- ❖ Qualification may be relaxed in case of experienced & deserving candidates.
- ❖ Salary will be attractive & will be commensurate with qualification & experience.
- ❖ Computer proficiency, Internet surfing skills, English & Marathi typing is mandatory.
- ❖ Candidates to submit their applications along with their C.V. in pdf format to **info@mgvnasik.org** within 7 days from the date of publication of this advertisement.

For more information visit us :-

website : **www.mgv.org.in**
Facebook : **MahatmaGandhi Vidyamandir**
Instagram : **Mahatma Gandhi Vidyamandir mgvs_nashik**
Linkedin : **MAHATMA GANDHI VIDYAMANDIR**
Twitter : **@Mvidyamandir**

DR. AAPOORVA PRASHANT HIRAY
Co-ordinator

DR. PRASHANT V. HIRAY
General Secretary

Place: Nashik

Date : 21/05/2021