



RECAL

**The Alumni Association of
National Institute of Technology Trichy**
<http://nittrichyalumni.org> or <http://recal.nitt.edu>

Applications are invited from eligible candidates for the Post of RECAL - Manager

Job Description:

To assist the office bearers in all day to day administrative work
To take ownership of various projects such as database update, fund raising, scholarships etc.
Support various other affiliated alumni chapters/units
Visiting Alumni programs and supporting Alumni requests
Student alumni interactions
Update the Alumni portal periodically

Candidate profile:

Graduate
Tech and PC Literate
Good communication skills
Independent/ Self driven.
People oriented.
At least 3 years of work experience

Location: NIT Trichy campus.

Salary – Rs 15,000 per month

Applications to be sent to ganapathy@stegacapital.com / rajan@secondavenue.in / recalmanager@gmail.com

by December 20, 2015