

Punjab Communications Limited

A leading PSU Telecom manufacturing company at Mohali invites applications from Diploma holder in Electronics & Communication Engg. for engagement on contract basis. Salary Rs. 25000/- to 30000/- per month. Interested candidates may apply within 15 days at resume@puncom.com. For full details please visit www.puncom.com

Sd/-
(Head HRD)

Job Responsibilities Involved in Repair & Calibration Division

Sr. No.	Job Responsibilities
1	Generation of business for Repairing of PUNCOM Make systems cards.
2	Preparation of Documents for tenders related to Annual Repair Contract (ARC). Thereafter negotiation with respective customers (Railway & Power sectors, State electricity boards, RRVPNL etc.)
3	Interaction with customers / contractors & Routine office work.
4	Issuance of quotations to the customers like Indian Railways, Power sectors, State electricity boards, RRVPNL etc.
5	Preparation & Making of GST invoices.
6	Chasing of outstanding Payment with different customers & adjustment of payment in ERP after getting payment from customers.
7	Arranging of quotations from outside agencies for calibration of in-house testing Instruments.
8	Preparation & attending of ISO audit & to maintain record according to ISO standard.
9	Attending internal as well as CAG audit.