

### **About Pushpa Jewellers Ltd.-**

Pushpa Jewellers Ltd., established in **2009** in Kolkata, has grown steadily over the years and is now a **SME listed company with NSE**. In 2025, the Company successfully raised capital through its **Initial Public Offering (IPO)** to support its expansion plans. Operating primarily as a **B2B** (business-to-business) enterprise, Pushpa Jewellers supplies a diverse range of gold jewellery to retailers and other business clients, rather than selling directly to end consumers. The Company offers an extensive collection of jewellery across traditional, contemporary, and modern designs, catering to both domestic markets—through its branches across India—and international customers. The Company is strengthening its position in the jewellery industry while also creating promising career opportunities for aspiring students and young professionals.

Our Company Web: <https://pushpajeweller.com/>

### **Position: Office Admin / Back Office Executive**

**Location:** Kolkata (Head Office)

#### **Role Overview:**

We are hiring **Back Office Executives** to manage internal coordination, documentation, inventory tracking, and administrative tasks. Specific roles will be allocated based on skills and experience during the interview process.

Please note that the package mentioned above applies only during the six-month probationary period. Upon successful completion of probation, employees will be eligible for a performance-based increment.

Kindly share your feedback as per your convenience.

#### **Key Responsibilities:**

- Ø Process internal orders, maintain records, and support audits.
- Ø Monitor inventory and manage supplier coordination.
- Ø Ensure data accuracy in internal systems.
- Ø Provide general administrative support across departments.

#### **Qualifications:**

- Ø Minimum: High school diploma; formal training in office management is a plus.
- Ø Proficiency in MS Office (Excel, Word, Outlook).
- Ø Good communication and time management skills.
- Ø Ability to handle confidential information with discretion.

#### **Compensation & Benefits:**

- Ø **Salary:** ₹1.5-3 LPA (inclusive)
- Ø **Statutory Benefits:** ESIC & PF applicable
- Ø **Office Hours:** 10:00 AM – 7:30 PM

Interested students mail your CV to [training@pushpajewellers.in](mailto:training@pushpajewellers.in) mentioning subject as **Applying from Heramba Chandra College**