

About Organization

The Organization is a nationally registered Non-profit organization which works with uttermost determination that every child should get proper education and women should get proper training that their life should enrich and blossom since 2012. Every Rupee received in donation, every project sanctioned goes a long way in reaching out to girl children and women. Our major Objective is to empower underprivileged girl child and women in rural and urban areas through education, healthcare and train them in self employed with our partner schools to kindle the light of education in each child.

Job Title: Donor Service Executive

Job type: Full Time

Experience: 6 Months Minimum

Education: Graduation

Location: Mumbai (Borivali)

Gender: Female Preferred

Office Timings: 10:00 am to 6.30 pm, Alternative Saturday off and Sunday off

Job Description :

- Donor Coordination
- Good written & verbal Communication
- Maintaining and updating databases to ensure information accuracy
- Collecting, analyzing, and disseminating data in a time-sensitive manner to the management
- Providing Ongoing maintenance and upgrades for systems as required
- Create the MIS

Interested candidate please share your cv at:

contact@pmspl.net.in