

Job Description: Manager – Admin & HR

Job Title: Manager – Admin & HR
Objective of Role: To assist in the implementation of the projects of the company through responsible Project Execution Strategy, Operations and Integrated Resource Management, coupled with effective Administration System & Human Resource Management.
Reporting to: General Manager – Human Resource
Qualifications: <ol style="list-style-type: none">1. Candidate from Indian nationality only.2. Should be Graduate in any discipline from a recognized University with a Professional Degree in Admin & HR or a Post-graduation degree with specialization in Human Resource Management and Administration is mandatory.3. Candidate shall be below 45 years of age.
Experience: Minimum 7 years of relevant working experience in Admin& HR or related field is preferred.

Role Description
<ul style="list-style-type: none">• Candidate must possess strong knowledge of administrative matters pertaining to organization which includes Vehicle purchase, maintenance, establishment expenses, office maintenance, stationery, printing, and related aspects.• Candidate Should Assist in recruitment, training and job description of various personnel as a part of man power requirements for the organization. Advertising and promotional campaign for capacity building, HRM aspects and placement of right person at the right job at right time and maintenance of personnel records of the organization, Candidate should have ability to contribute to knowledge management system and procedures.• Candidate should have ability to ensure Purchase/ lease for office building for additional place, furniture and fixtures, electricity requirements, occupy rented spaces, ware houses for the purposes of company. Candidate should be aware of legal aspects pertaining to HR.• Candidate should have ability to maintain statutory registers including inward/outward, dispatch and all other records in line with administrative and personnel requirements and SOP designed for the same.

- Candidate should assist in Empanelment of consulting firms and agencies for HR and Administration Requirements from time to time with concurrence of competent authority and Board of Directors.
- Candidate should have ability to oversee the arrangement and facilitation for various meetings of Boards, Committees and delegations and liaise with Govt. and related departments for protocol for esteemed guests and Govt. officials.
- Candidate should have ability to communicate effectively both orally and in writing.