



*One of India's leading producers of fertilizers and industrial chemicals,*

### **JOB DESCRIPTION**

*Designation: Officer - HR & Admin*

*Function: HR & Admin*

*Location: Srikakulam Unit*

*Sector: Manufacturing*

*Purpose of the Job:*

**Overview/ Responsibilities: As a Officer- HR & Admin , you will be expected to:**

<b><i>Key Accountabilities for the position</i></b>	<b><i>Major Tasks for the position</i></b>
<i>Key Accountabilities.</i>	Monitor day today activities of the Plant Security Personnel and ensure proper surveillance in the plant.
	Assisting to Unit Head – HR in Training, Statutory compliance under various Labour/Industrial enactments.
	Day to day Administration of Canteen and Housekeeping and other activies as per Organization requirement. Assist Unit HR Head in Employee Engagement Activities.
	Contract Labour Management & their bill processing

***“We believe together we can achieve excellence! “***



<b><i>Educational Qualifications</i></b>	<b><i>Total years of experience</i></b>
<ul style="list-style-type: none"><li>• MBA / MHRM</li></ul>	Minimum 1 to 3yrs. of experience preferable in any Industrial Background.
<b><i>Technical /Functional Expertise:</i></b>	
<ul style="list-style-type: none"><li>• Basic Knowledge of HR &amp; Administration.</li><li>• Knowledge of working.</li><li>• Good communication skill.</li><li>• Working in team</li><li>• Good analytical and troubleshooting skill.</li></ul>	

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