

NICDC LOGISTICS DATA SERVICES LIMITED

Job description for the post of “Senior Manager-General Administration & HR”

COMPANY PROFILE

NICDC Logistics Data Services Limited was incorporated on 30th December 2015 as a joint venture company between National Industrial Corridor Development and Implementation Trust (NICDIT) (formerly known as DMIC Trust) & NEC Corporation Japan with 50% equity from both parties.

The objective is to provide the Export-Import Container visibility service across India along with comparative performance metrics for all Logistics Container Operators to enable the users in taking informed decisions.

The flagship product of the company “Logistics Databank System (LDB System)” would be an overarching solution that will integrate the information available with various agencies across the supply chain to provide detailed real time information within a single window.

The company’s vision is to reduce the overall lead time of the container movement by streamlining the operations and help in reducing the transaction cost for the Government of India as a result of predictability & optimization achieved through the system.

KEY RESPONSIBILITIES

- Overall Administration and Human Resource Management;
- Preparing project status report on weekly and monthly basis;
- Implementation of HR policies (Recruitment, Selection, Performance Appraisal, Compensation Management, Leave Policy, Travel Policy etc.) for bringing out the best from employees.
- Handling contractual management systems including commercial contracts
- Employees engagement and welfare initiative
- To ensure effective systems in time office
- Payroll & its related functions
- Legal Compliance under Labour Laws
- To ensure Employees Grievance Redressed Procedure
- Work on annual increments, promotions, transfers and separations.
- Resolving employees queries, payroll, benefits.
- Closely interacting with Government Authorities on various administrative matters; liaising with Govt. Officials (Police, Labour Office, RTO, Electricity, Water, Telecom, PF Office, etc.), Social & Political Group

- Management of Administrative functions:
 - i. Security
 - ii. House Keeping
 - iii. Contract Labour Management
 - iv. Training & Development
- Monitoring office activities and maintenance of attendance, various rules, holidays calendars, work schedules and leave record necessary for processing payrolls of employees.
- Other duties as may be assigned by management from time to time.

MINIMUM REQUIREMENTS

- **Nationality:** Candidate from Indian nationality only.
- **Preferable Age:** Candidate shall not be more than 42 years of age as on **31st March, 2023.**
- **Academic Qualification:** Graduate in any discipline and Full time MBA/PGDBM or any equivalent degree from Government recognised and reputed University/Institute with specialization in HRM/PM/IR as major subject or equivalent.
- **Experience:** Minimum 10 years of post-qualification experience as on **31st March, 2023.**

KNOWLEDGE AND SKILLS

- Administration, HR related knowledge.
- Ability to carry out discussions with various Central and State Governments Departments.
- Skills in organizing resources and establishing priorities.
- Knowledge of the sector and factor directly / indirectly influencing it.
- Ability to contribute to knowledge management systems and procedures.
- Decision making ability.
- Analytical ability.
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be “**Senior Manager (Administration & HR)**” and reporting will be directly to senior officials of NICDC Logistics Data Services Ltd.

The job location will be in Noida and may require frequent travel to other States.

SALARY: CTC Rs.15 Lakhs per annum.

HOW TO APPLY

Duly filled application form along with the resumes may be uploaded on the Company's website i.e., www.nldsl.in (Careers > Current Openings > Apply Online) or the same may be sent on hr@nldsl.in till **03rd April, 2023** by 23:59 HRS.

The educational/ experience certificates need not be enclosed along with the application. The same will be called from the shortlisted candidates only.

SELECTION PROCESS: A Selection Committee will be constituted to shortlist, interview and recommend the candidate.