

Job Description

Assistant Manager, HR & Administration

Company Detail:

NICDC Logistics Data Services Limited (NLDSL) was incorporated on 30th December 2015, as a joint venture between Government of India represented by National Industrial Corridor Development and Implementation Trust (NICDIT) and Japanese IT major NEC Corporation, with 50:50 equity participation with the objective of effectively leveraging ICT across the Indian Logistics Sector, inculcate best practices across the various processes and work towards bringing in efficiency in the supply chain. The company aims at bringing visibility and transparency in Logistics environment, streamline the operations across the supply chain and help in government's plan of improving the Ease of Doing Business in India. For more detail log on to www.nldsl.in

Role:

We are looking for an experienced HR & Administration professional who can take ownership to supervise daily HR & Admin support function of our company. Selected candidate will lead a team of professionals to complete a range of HR & administrative jobs. The ideal candidate should be aware of e-office and be well-versed in departmental procedures and policies and should be able to actively discover new ways to do the job more efficiently. Ultimate goal is to ensure all support activities are carried on efficiently and effectively to allow the other operations to function properly.

Responsibilities, not limited to following:

Human Resource Management role:

1. Custodian of all employee personal data; leave data; etc.
2. Developing Policies, Amendments, Job Description as and when required
3. Organize and supervise activities as per HR calendar
4. Support in all Hiring related activities in documentation, coordination, etc.
5. Monitor costs and expenses to assist in budget preparation
6. Developing annual training calendar and managing the same
7. Awareness of platforms/tools with an ability to develop surveys, reports, data crunching etc.
8. Knowledge of HR compliance and e-filing of challans

Administration role:

1. Manage all task-sheet with timelines on real time basis
2. Coordinate administrative procedures and systems and devise ways to streamline processes
3. Manage schedules and deadlines as per admin calendar
4. Monitor inventory of office supplies with attention to budgetary constraints
5. Monitor costs and expenses to assist in budget preparation
6. Oversee facilities services, maintenance activities and tradespersons (e.g. electricians)
7. Organize and supervise other office activities (recycling, renovations, event planning etc.)

8. Manage Travel desk (Local, National & International)
9. Manage courier service for the company
10. Manage new office set-up as required
11. Accountable for office upkeep including pantry, cafeteria, horticulture, Pest control, etc.
12. Keep abreast with all organizational changes and business developments

Technical Skills, Knowledge & Abilities:

- Ability to take ownership, proactive, task driven and positive attitude.
- Understanding of dual-role cruciality
- Proven progressive experience as HR & Administration in Corporates
- In-depth understanding of office management procedures and compliance
- Number oriented mindset - financial and budget management principles
- Proficient in MS Office with an analytical mind
- Excellent organizational and multitasking abilities
- Ability to lead the team with accountability on-site/off-site
- Flexible and self-motivated; able to multi-task while also being highly detail-oriented
- Excellent business communication skill – verbal & written

Education and Certification:

- Mandatory – Any Bachelor's degree with Masters in HR Management

Work Experience:

- 5-8yrs experience in expected role
- Experience of Corporate HR and Administration Department

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 recruitment@nldsl.in till 30th September 2024 by 17:00 HRS. Applications received through any other mode shall be summarily rejected.

SELECTION PROCES: Shortlisted candidates shall be contacted by HR Department.