

**NICDC LOGISTICS DATA SERVICES LIMITED**  
**Job description for the post of “Senior Executive – HR & Admin”**

**COMPANY PROFILE**

NICDC Logistics Data Services Limited was incorporated on 30<sup>th</sup> 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.

**JOB DESCRIPTION AND RESPONSIBILITIES**

- Overall Administration and Human Resource Management.
- 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
- Drafting of letters for various Ministries/various Govt. authorities.
- Other duties as may be assigned by management from time to time.

## **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.

## **MINIMUM REQUIREMENTS**

- **Nationality:** Candidate from Indian nationality only.
- **Preferable Age:** Candidate shall not be more than 30 years as on 31<sup>st</sup> December 2022.
- **Academic Qualification:** Should be a Graduate with MBA/PGDBM/or any equivalent degree in Human Resources Management/Personnel Management from a recognized University/Institute with good academic record.
- **Experience:** Minimum 03 years of post-qualification experience as on 31<sup>st</sup> December 2022.

## **DESIGNATION, REPORTING & JOB LOCATION**

The designation shall be “**Senior Executive – HR & Admin**” and reporting will be directly to senior officials of NICDC Logistics Data Services Ltd.

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

## **HOW TO APPLY**

Duly filled application form along with the resumes may be uploaded on the Company's website i.e., [www.nldsl.in](http://www.nldsl.in) (Careers > Current Openings > Apply Online) or the same may be sent on [hr@nldsl.in](mailto:hr@nldsl.in).

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.

**SALARY:** CTC Rs.05 Lakhs per annum.