

Human Resource & Administration OFFICER: (Male)

Candidate should be BCOM/MCOM and having experience in the following area for at least 2-3 years hand experience.

Candidate should self-motivating, dynamic, enthusiastic, co-operative, soft spoken and forward looking.

Age : 30-35 Salary Range : As per industry standards

Profile

- Maintain record of Employee's Company Documents & Company Assets
- Maintain the attendance record/Leave record of all branches
- Maintain database, Verify and control expenses vouchers of travelling and local conveyance of sales and service engineers of all branches.
- Stationery management, Lease rentals, housekeeping management for all branch offices
- Publishing Weekly/Monthly Reports of the day to day activities of all branches
- Co-ordinate with accounts department for payment of vouchers
- Recruitment for the candidates for suitable post (appointment/termination/promotion/transfer etc.)
- Arranging for foreign travel/ Hotel booking/seminars independently for visitors and branch staff.
- Logistic activities/courier/postage for sale of spares and instruments
- Liaison with Govt. Dept. BMC for Octroi formalities.
- Implement/amend the suitable admin policy of company as whole & Maintain disciplinary environment in the office