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

We are transforming our business through focus on Collaboration beyond boundaries, Relentless Focus on Results, Innovation, and unflinching commitment to deliverables and promises.

We are looking for individuals who enjoy working outside their comfort zone and are ready to accept challenges. We believe in achieving excellence in whatever we do. For this we provide a great degree of support through a combination of best of the systems & processes, employees’ capability building and their well-being.

We also place a considerable weightage to individuals who are proactive & self-motivated and have good inter-personal & social skills and have the ability to work in teams.

**JOB DESCRIPTION**

*Designation: Manager- Admin Function: Admin*

*Location: Taloja-K1 Sector: Manufacturing*

Purpose of the Job: This role is primarily responsible for gardening activities & house keeping of overall plant. Also administration related external activities

**Overview/ Responsibilities: As a < Admin Manager>, you will be expected to:**

|  |  |
| --- | --- |
| ***Key Accountabilities for the position*** | ***Major Tasks for the position*** |
| * To ensure proper housekeeping of office area and plant – K1
* To ensure proper disposal of sewage, garbage and maintain cleanliness in plant
* Creation of Scrap Generation Memo and proper scrap disposal
 | * Bill checking of House keeping, Gardening, Pest control contractor as per attendance and certify it
* Arrangement of Training Programme which includes admin related scope

Participate in employee connect & engagement activities and manage their overall administration |
| ***Educational Qualifications*** | ***Total years of experience*** |
| * Graduation in any discipline

 Basic computer literacy | 8 -12 years of relevant experience |
| ***Technical /Functional Expertise:***  |
| * Knowledge of company policies & procedures
* Administrative Skills
* Negotiation skills
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