



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

Function: EDP / IT

Location: DAHEJ

Sector: MANUFACTURING

Purpose of the Job: Officer – EDP FOR DAHEJ SITE

Overview/ Responsibilities: As an EDP OFFICER, you will be expected to:

Key Accountabilities for the position	Major Tasks for the position
<ul style="list-style-type: none">IT Infrastructure day to day operations.	<ul style="list-style-type: none">Plan network extension: office network to be extended into additional offices. Arrange cabling, work out specifications, get quotations from store manager, supervise installation of hardware, software installations and workstation setup
<ul style="list-style-type: none">Understand IT requirements of site and Implementation	<ul style="list-style-type: none">Follow procedures and routines for purchasing equipment and software: requestquotations, get written approval, sign delivery note, check delivery, report discrepancies, approve invoices before payment.
<ul style="list-style-type: none">Accounting of IT Assets present in Plant	<ul style="list-style-type: none">Keep inventory of hardware and software up-to-date. Monitor software licenses status and ensure compliance with license agreements. Responsible that no unlicensed software is in use.
<ul style="list-style-type: none">SAP & ESS	<ul style="list-style-type: none">Coordination of smooth working of SAP, ESS, internal portals etc.
<ul style="list-style-type: none">Laptop and data cards	<ul style="list-style-type: none">Maintenance of laptop, data cards with the guidelines of corporate IT policies

"We believe together we can achieve excellence! "



<ul style="list-style-type: none"> • New development 	<ul style="list-style-type: none"> • Involvement in plant area for new development like CCTV, systems, bagging & dispatch SAP operations
<ul style="list-style-type: none"> • Training & Development 	<ul style="list-style-type: none"> • Train employees for smooth functioning of new softwares, system, updates like, Microsoft, SAP, corporate links etc.
<ul style="list-style-type: none"> • Educational qualifications 	<ul style="list-style-type: none"> • Total years of experience
<ul style="list-style-type: none"> • Diploma/Degree in IT Engineering • B. Sc - IT 	<ul style="list-style-type: none"> • Minimum 3 -8 years of experience in IT services in Manufacturing (Chemical Preferable)
Technical /functional expertise:	
<ul style="list-style-type: none"> • Knowledge of sources of procurement • Knowledge of cost estimates of various materials • Knowledge of pricing and quality standards • Knowledge of excise, sales tax, customs rules, regulations and procedures • Knowledge of international markets and trade policy • Knowledge of SAP • Negotiation skills • Knowledge of inventory control, logistics 	
Behavioural Competencies (List only 3- 5 specific behavioural competencies)	
<ul style="list-style-type: none"> • Customer Orientation, • Building Winning Team, • Interpersonal Relationship, • Leadership, • Effective communication skills, • Aggressive 	
Personality (List only 3- 5 specific personality characteristics)	
<ul style="list-style-type: none"> • Leader • Calculative • Encourager • Result Oriented 	

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