



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: Assistant Manager Security

Function: HR Function

Location: K8

Sector: Manufacturing

Purpose of the Job:

This role is primary responsible for ensuring proper security coverage during the operation of all shifts. He/she is responsible in emergency to assist for firefighting in plant and outside area in working and silent hours.

Overview/ Responsibilities: As Assistant Manager Security, you will be expected to:

Key Accountabilities for the position	Major Tasks for the position
<ul style="list-style-type: none">▪ 100% vigilance▪ Three no's Patrolling rounds in each and every shifts▪ Peaceful working at gates	<ul style="list-style-type: none">▪ Ensure the patrolling rounds are to be carried out from in-outside the factory premises in all shifts.▪ Visits at shop-floors / control rooms / bagging / loading and unloading area.▪ Checking / Frisking of company employees & contract employees while their IN-OUT movement▪ Proper handling to the Govt. authorities and company guests to avoid any mis communication / misunderstanding.▪ Checking the company / contract materail as per Challan / Invoice and check lists. as per material SOP.▪ To monitor the biometric punching system at main gates for company & contract staff.▪ Maintain all the format documents use logbooks analytical reports .▪ To clear or reject incoming material after necessary quality checks and post the decision in the SAP within

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<ul style="list-style-type: none"> ▪ Zero complaints ▪ No deviations. 	<p>the time frame To calibrate all the analytical instruments as per their standard calibration plan ,these includes the daily calibration of PH meter ,KF instrument etc .</p> <ul style="list-style-type: none"> ▪ To ensure proper house keeping after work and before leaving the work place ▪ Interact with various department like production /Boiler /Bagging /store /ETP etc
<p>Education Qualification</p>	<p>Total years of experience</p>
<ul style="list-style-type: none"> ▪ Graduate or Ex-Serviceman from Arm forces / Para Military forces 	<ul style="list-style-type: none"> ▪ 02 to 05 yrs of experience ▪ Driving licence.
<p>Technical /Functional Expertise:</p>	
<ul style="list-style-type: none"> ▪ Working experience in security / Basic Fire Fighting ▪ Knowledge of Heavy / Light Vehicle ▪ High level of patience ▪ Possess analytical skills ▪ Responsive, Decision Making, Thinking Capabilities, ▪ Customer Oriented, Team Building ▪ Trust worthy 	

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