



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 General Manager Admin& Security

Function: HR Function

Location: K8

Sector: Manufacturing

Purpose of the Job:

This role is responsible for controlling security operations & maintaining vigilance in the premises through connect with security personal in all shift. This role is responsible to comply AN rule for truck movement K7, K8 & JNPT premises through deputed security personal. This role is primary responsible for all admin related activities such as welfare, employee engagement activities, employee connect though vigilance of the premises.

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

<i>Key Accountabilities for the position</i>	<i>Major Tasks for the position</i>
<ul style="list-style-type: none">▪ Protection of assets from security threats. ▪ Maintain Vigilance in the premises.	<ul style="list-style-type: none">▪ Manpower Planning for security, vigilance over the movement of employees, visitors, contract labors, Truck tanker drivers-cleaners and truck loaders. (controlling the vehicle movement in plant area as per AN rule.)▪ To keep security gadgets in working conditions.▪ To assess the security threats from time to time and plan the actions accordingly.▪ To control the securities guards and ensure vigilance in the premises.▪ To maintain the movement records related to manpower and material, visitors etc. as per ISO norms / SOP. Maintain and submit required

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- Compliances under Security guard board and AN Rule.
- Training
- Govt. authorities and company guests.
- AN Rule Implementation
- Administrative services
- Administration, Liasoning & Security
- Budget
- Training & Employees Growth
- Continuous improvement in the Admin, Security and Transport services.

- documents and returns under Security Guard Board Rule.
- To conduct daily pored and briefing to all security guards to continuous improvement in the vigilance services
 - Proper handling to the Govt. authorities and company guests to avoid any miss communication / misunderstanding
 - Implementation, documentation and education of AN Rule related to security management to all concerns and security staff
 - To get the proper Security services from authorized agencies who are having guard board exemption & Safe Transport arrangement for company employees arranging hygienic Cafeteria services, Timely cleaning of all water coolers /overhead water tank. Air Railway tickets booking for employees, Follow up with MIDC for getting sufficient Water supply. For better communication installed TATA tel. Services. Capex for furniture, Timely Vehicles insurance & fitness renewal Billing (PR, SE) for all services billing.
 - Strategy to improve Administration & Security services of the plant.
 - Ensure smooth functioning of the administrative & security machinery of the factory.
 - To liaise with the local authorities and administration officials including police department/MIDC/RTO Authority and local gram panchayat.
 - Manage and control departmental expenditure within agreed budgets.
 - To develop second line.
 - To study the security and Transport system and induct the changes in the system for the betterment of security and transport services with minimum cost.

Education Qualification

Total years of experience

- Post Graduate and Ex-Serviceman

- 15- 20 years industrial experience specially handling chemical units for Fire fighting & Safety awareness Performa

Technical /Functional Expertise:

- Knowledge of company policies & procedures,
- AN compliance,
- Administrative skills,
- Knowledge about security activities

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