



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 Administration

Function: Administration

Location: K1 Talaja, Navi Mumbai

Sector: Manufacturing

Purpose of the Job: This role is primarily responsible for Gardening activities & overall Housekeeping of plant & Complex. Also administration related internal & external activities.

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

Key Accountabilities for the position	Major Tasks for the position
Housekeeping activities.	<ul style="list-style-type: none">• Daily round / check to ensure housekeeping done properly at the plant.• To ensure Housekeeping of surrounding areas, roads on daily basis.• To control on uses of housekeeping material.• Proper planning & coordination with contractor's supervisor for deployment of manpower for housekeeping.• To monitor the Housekeeping checklist and attendance on daily basis.• Any deviation in the process to be reported Sr. Manager Admin. Immediately.• To raise the PR and process the monthly bills.<ul style="list-style-type: none">• To follow statutory and administrative process.
To ensure proper disposal of sewage, garbage and maintain cleanliness in plant & complex.	<ul style="list-style-type: none">• Bio-monthly service may be given with Safety Permit basis and then clean the sewerage / storm drainage.

"We believe together we can achieve excellence! "



	<ul style="list-style-type: none"> • Garbage shifting thrice in a week and necessary NRGPs to be prepared and handover to Security Department for further process. • Proper checking & Certifying Invoices for payment as per Purchase Order terms & conditions.
Creation of Scrap Generation Memo and proper scrap disposal.	<ul style="list-style-type: none"> • Proper classification & segregation department related scrap material. • Prepare SGM with proper approval from HOD & concerned department and handover to Stores.
To ensure proper and timely activities of pest control and maintain healthy working environment.	<ul style="list-style-type: none"> • As and when required to remove the Honeycomb, as per customer needs. • Ensure fortnight rodent and general treatment to be carried out. • To check & certify the pest control invoice & details.
To ensure & monitoring proper and timely activities of gardening.	<ul style="list-style-type: none"> • Daily round / check to ensure maintenance of garden to be done properly at the plant. • Green Belt development as per plant. • Proper planning & coordination with contractor's supervisor for deployment of manpower for Gardening. • To monitor the Gardening checklist and attendance on daily basis. • Any deviation in the process to be reported Sr. Manager Admin. Immediately. • To raise the PR and process the monthly bills. • Ensure proper maintenance of gardening. • Required material will be provided through PR and P.O. Basis. • Checking & certify the grass cutting area with proper measurement.
Timely maintenance of office furniture's.	<ul style="list-style-type: none"> • To prepare PR, RGP for carry out office furniture maintenance job • Ensure the office furniture maintenance done properly and accordingly certify for payment.
Implementation 5S activities & Administrative IMS System	<ul style="list-style-type: none"> • Ensuring the Housekeeping & Gardening activities through IMS Practices. • Housekeeping activities to be carried out as per level of 5S practices.
Proper implementation of Employee connect & engagement activities.	<ul style="list-style-type: none"> • Arrangement of Training Programme, various events, Dassera Pooja, GET- together, Annual Picnic, Woman days etc.
Self and Subordinate Development on a continual basis	<ul style="list-style-type: none"> • Develop subordinate AND improvement in Computer Skill

"We believe together we can achieve excellence! "



<i>Educational Qualifications</i>	<i>Total years of experience</i>
Graduation in any discipline Basic computer literacy	8 - 12 years of relevant experience
<i>Technical /Functional Expertise:</i>	
<ul style="list-style-type: none">• Effective communication Skills• Internal & external customer satisfaction /orientation• Interpersonal skills• Team Leader	

“We believe together we can achieve excellence! “