



*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:** Security (Admin)

**Location:** DAHEJ

**Sector:** MANUFACTURING

- **Purpose of the Job:** This role is responsible for controlling security gates and all shift operations at factory premises related to admin, security and welfare. Administrative work and AN rule compliance for vehicle movement in Dahej plant.

**Overview/ Responsibilities:** As a Security Officer, you will be expected to:

<b>Key Accountabilities for the position</b>	<b>Major Tasks for the position</b>
<ul style="list-style-type: none"><li>• Protection of assets from security threats.</li><li>• Maintain Vigilance in the premises.</li><li>• Training</li><li>• Govt. authorities and company guests.</li></ul>	<ul style="list-style-type: none"><li>• 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.)</li><li>• To keep security gadgets in working conditions.</li><li>• To assess the security threats from time to time and plan the actions accordingly.</li><li>• To control the securities guards and ensure vigilance in the premises.</li><li>• Proper handling to the Govt. authorities and company guests to avoid any miss communication / misunderstanding</li></ul>

***"We believe together we can achieve excellence! "***



<ul style="list-style-type: none"> <li>• AN Rule Implementation</li> <li>• Administrative services</li> <li>• Continuous improvement in the Admin, Security and Transport services.</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation, documentation and education of AN Rule related to security management to all concerns and security staff</li> <li>• Strategy to improve Administration &amp; Security services of the plant.</li> <li>• Ensure smooth functioning of the administrative &amp; security machinery of the factory.</li> <li>• To liaise with the local authorities and administration officials including police department/GIDC/RTO Authority and local gram panchayat.</li> <li>• Manage and control departmental expenditure within agreed budgets.</li> <li>• 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.</li> </ul>
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<ul style="list-style-type: none"> <li>• Educational qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Total years of experience</li> </ul>
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<p>Graduate &amp; Ex Defence service</p>	<ul style="list-style-type: none"> <li>• 2- 5 years industrial experience</li> </ul>
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**Technical /functional expertise:**

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

**Behavioural Competencies (List only 3- 5 specific behavioural competencies)**

*State behavioural competencies required to function effectively at this position*

- Team work,
- Negotiation skill,
- Communication skill,
- Inspire trust,
- Learning creativity & Innovations,

**Personality (List only 3- 5 specific personality characteristics)**

- Team work,
- Negotiation skill,
- Communication skill,
- Brave

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