

Job Details

Job Description

Job Title	Manager- Administration & HR
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Main Purpose

Managing day-to-day operations of all HR and administrative matters guided by the policies and procedures of Jharkhand Milk Federation (JMF).

Responsibilities

- Undertake work related to manpower planning, recruitment and on-boarding.
- Plan and implement performance management, employee reward & recognition system and succession planning.
- Training & Development
- Compensation and employee benefits.
- Career progression
- Transfer/relocation, reassignment, and other personnel action.
- Coordination with the finance department for payroll processing.
- Maintenance of Human Resource Information Systems
- Co-ordination with internal and external clients including government / statutory bodies.
- Assist MD/CEO in framing policies related to the respective departments.
- Implement management decision/policies related to the department.
- All matters concerned with Security, Housekeeping, Estate management and hired contract manpower.
- All matters related to land, land revenue and building of JMF
- All matters pertaining to office administration including administration of attendance, insurance and statutory compliances
- Handling legal matters, court cases, disciplinary action and internal enquiries.
- Any other responsibility given from time to time.

Job Specifications

Qualification	Graduate in any discipline with Post Graduation/ MBA in Human Resource Development/Personnel Management/ Industrial Relationship or equivalent from an institution of repute.
Experience	Minimum 10 years of relevant post qualification experience of working in dairy sector at managerial level. Candidates having legal background and experience in working in Cooperative dairy sector/ Producer Company will be having added advantage.
Managerial Skills / Attributes	Strong communication, leadership, interpersonal, team building, analytical skills and documentation skills with proficiency in computers.

Eligible candidates interested in challenging assignments may send their resumes indicating “**Application for Manager- Administration & HR**” in the subject line of their mail, along with phone numbers at our Email Id: hrd@jmf.coop or by post at “The Jharkhand State Co-operative Milk Producer’s Federation Ltd.” latest by 05th December 2018.

Date and venue of interview will be communicated to the shortlisted candidates through email. If no candidate/s is found suitable for the position of Manager, candidate/s may be taken at a suitable grade.

Managing Director