

5	Assistant Manager (HR & Admin)	17	<p><b><u>Qualification</u></b></p> <ul style="list-style-type: none"> <li>• MBA/ MPA/ or Master in Social Sciences with 1<sup>st</sup> Division.</li> <li>• Candidate having knowledge of HR software and ERP will be given preference.</li> <li>• Max Age Limit: <b>35</b> Years</li> </ul>	<p>Assistant Manager (HR &amp; Admn) report to Manager (HR &amp; Admn) and shall be responsible for:</p> <ul style="list-style-type: none"> <li>• Assist Manager (HR &amp; Admn) in execution of HR Policies &amp; assignments.</li> <li>• Perform as Head of HR Dept. in the absence of Manager (HR&amp; Admn).</li> <li>• Point out bottle necks in execution HR policies &amp; programs with solutions.</li> <li>• ERP and HR modules</li> <li>• Dealing with manpower of similar organizations having 200-500 people</li> <li>• Custodian of Record.</li> <li>• Plan &amp; Liaison the training programs.</li> <li>• Any other work assigned by the In-charge officer.</li> </ul>
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