

NICDIT KRISHNAPATNAM INDUSTRIAL CITY DEVELOPMENT LIMITED

Position of “Manager – HR and Admin”

Company Profile

NICDIT Krishnapatnam Industrial City Development Limited (NKICDL) has been incorporated under the provisions of the Companies Act, 2013 as a Joint Venture Company between Government of India (GoI) represented by National Industrial Corridor Development and Implementation Trust (NICDIT) and Government of Andhra Pradesh (GoAP) represented through Andhra Pradesh Industrial Infrastructure Corporation Limited (APIIC) for the development of Industrial Township, Trunk Infrastructure and Strategic Projects at Andhra Pradesh.

NKICDL has been established to promote and facilitate the development of Krishnapatnam Industrial Node under Chennai Bengaluru Industrial Corridor Project (“CBIC Project”) for undertaking the infrastructure development activities for establishment of Integrated Industrial Township in SPSR Nellore District, Krishnapatnam Node.

NKICDL will work in close collaboration with State Government of Andhra Pradesh for undertaking various project development activities – construction, development, operation and maintenance of industrial township project.

Job description:

He/she shall report to MD, NKICDL. He/she shall be responsible for the recruitment, onboarding, and termination of full-time, part-time and temporary employees along with preparation and updation of HR and Administrative policies for the organization. He/she shall be responsible for managing the day-to-day office operations; oversee and coordinate overall office activities and provide administrative support to the executive leadership.

Key Responsibilities

1. Coordinate all firms’ efforts related to recruitment, onboarding, and termination of full-time, part-time and temporary employees.
2. Develop, implement and manage staff performance and professional development plan that aligns with firms’ mission, vision and objectives and drives high performance.
3. Nurture a positive working environment and define employee relations practices necessary to promote a high level of employee morale, engagement and motivation.
4. Create and maintain master HR files; ensure paperwork is complete and compliant with regulatory requirements and firm needs; complete periodic reconciliation of benefits and payroll records and rectify issues in a timely manner.
5. Administer HR policies and procedures and periodic updates to employee handbook.
6. Assist Company staff with HR-related questions and issues and provide periodic communication on benefits and related information to employees.
7. Implement and manage firms’ recruitment processes; continuously work on developing the most effective and economical recruitment methods and ensure that they align with current and future needs for firms’ human capital.

8. Administer firms' health benefits and retirement plans, including plan selection and open enrollment administration, change reporting, invoicing review/approval; liaise with third-party brokers on benefit plan setup and administration.
9. Manage day-to-day office operations; oversee and coordinate overall office activities and provide administrative support to the executive leadership
10. Serve as the main point of contact with firms' outsourced IT services provider(s) to ensure all end-user computer and related IT needs are addressed in a timely manner.
11. Identify and oversee services with commercial vendors for all of firms' operational requirement.
12. Other duties and responsibilities entrusted by CFO and MD – NKICDL.

Minimum requirements

- i. **Nationality:** Candidate from Indian nationality only.
- ii. **Educational Qualifications:** Master's in Business administration (MBA).
- iii. **Professional Experience:** Minimum 10 years of experience in the relevant field. Candidates having experience of working with Government organizations and working in Infrastructure sector will have an added advantage and will be preferred.
- iv. **Age limit:** Age of the applicant should not be more than 45 years as on 1st April 2022.

Knowledge and Skills:

- i. Must possess strong domain knowledge and understanding of the HR and Admin function.
- ii. Skills in organizing resources and establishing priorities.
- iii. Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- iv. Strong interpersonal skills and the ability to work effectively with wide range of constituents in a diverse community.

Designation, Reporting & Job Location

The designation shall be "Manager – HR and Admin". Reporting will be to the MD of NKICDL. The job location will be in Mangalagiri but may require frequent travel.

Salary: As per industry standards.

How to apply: Candidates should submit their latest resumes by mailing to admindept@kriscity.in on or before **5.00 PM of 18th April 2022**. Applications received through any other mode shall be summarily rejected.

SELECTION PROCESS: A Selection Committee will short list, interview and recommend the candidate.