

### VACANCY NOTIFICATION

Employer	G. P. Sulphonates Pvt. Ltd. (Fogla Group)
Name of the Post	Admin-Security Officer
No. of Vacancy	01
Last date to apply	25 June 2025
Remarks	<b>See detailed notification attached below</b>

#### **How to Apply:**

**Note 1:** All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to dgrddemp@desw.gov.in) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.

**Note 2:** PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.

**DETAILS OF JOB**

1.	Employment Type (Regular/ Contractual/ Part Time)	Regular
2.	* Name of the post:	Admin-Security Officer
3.	* Job Function:	JD attached
3.	* Additional Job Information:	
	(i) Technical/ Must have skills	MS Office, Security Systems
	(ii) Good to have skills	Emergency Security Operations, Fire fighting
	(iii) Soft Skills	Leadership, Critical thinking, Excellent communication skills
4.	* No. of Vacancies (in figures):	1
5.	* Level/ Post:	Admin-Security Officer
6.	* Qualification required: Essential/ Desired	Graduate (any stream)
7.	* Work experience required (in years):	6-8 years
8.	* Age range (in years):	35-45
9.	* Location of Job:	Gummidipoonadi (Near Chennai)
10.	* Salary range per month (Approx CTC):	INR40,000 to INR50,000 per month
11.	* Additional Benefits offered:	Gratuity, PF, Bonus, 30 days leave, 10 days holiday, Health Insurance for self, family & parents
12.	Aligned courses (Full time/ Part Time)/ Certifications	Certification course in safety would be added advantage
13.	Travel Requirements	May have to travel to Chennai, Kolkata

# G.P.SULPHONATES PVT.LTD.



## **JD for Admin-Security Manager**

### **Company Profile**

**Fogla Group** is a large and multifaceted conglomerate with interests in diverse businesses, including Surfactants, Sulphuric acids, Plastic packaging, PP/LDPE sheets, Textile machinery, and Fertilizers. The group was founded in 1968, and it has since grown to become one of the leading manufacturers and exporters of these products in India.

With manufacturing facilities strategically located across India, we are well positioned to seamlessly cater to the demands of our customers both within the country as well as in foreign markets. As a quality conscious organization, Fogla Group is committed to excellence by finding newer and more effective products and solutions and add value for our customers.

The Organization stands out for its cutting-edge technology, high-quality raw materials, and strong financial foundation. Its production units are equipped with best of machinery and staffed by skilled professionals.

### **Key Responsibilities as Admin Manager**

#### **Manage administrative processes**

Develop and manage administrative processes to ensure efficient workflows, reduce overhead costs in admin functions and timely support to other Dept. to improve productivity.

#### **Supervise administrative employees**

Supervise other administrative employees and ensure their efficiency.

#### **Perform Admin duties**

Admin duties like monitoring office supply inventories, ensure discipline, time adherence and professional conduct in the premises, negotiate with suppliers and vendors to achieve cost-effective solutions etc.

#### **Collaborate with other departments**

Liaise with to improve communication between various departments within the factory to ensure efficient business operations.

### **Key responsibilities as Security Manager :**

- Direct all aspects of security operations to ensure a safe environment.
- Create and enforce comprehensive security policies covering various scenarios, including break-ins and proper equipment usage.
- Ensuring clarity of duties and responsibilities of security personnel.
- Conduct proactive risk assessments to identify and mitigate potential security threats.
- Continuously monitor and maintain security systems to ensure optimal functionality and timely updates.
- Prepare and maintain detailed reports on incidents, maintenance activities, and training sessions.
- Develop and implement emergency response plans for various scenarios, including natural disasters and active shooter situations.
- Ensure adherence to local, state laws and regulations, maintaining compliance with all security practices.
- Effectively interact with staff, visitors, and law enforcement, fostering positive relationships and clear communication channels.
- Evaluate complex situations, identify potential threats, and develop effective, actionable solutions swiftly and efficiently.
- Maintain constant awareness to monitor and identify potential security breaches or issues, ensuring proactive responses.

### **Skills**

- Effectively lead and inspire a security team, ensuring each member is motivated, well-trained, and performing at their best.
- Demonstrate strong decision-making abilities and the capacity to manage multiple security operations simultaneously.
- Exhibit excellent verbal and written communication skills to clearly convey security protocols, incident and daily activity reports, and emergency procedures.
- Maintain open lines of communication with team members, management, and law enforcement agencies.

- Possess a thorough understanding of security systems, surveillance technology, and security management software.
- Stay updated with the latest advancements in security technology and be capable of troubleshooting and maintaining these systems efficiently.
- Perform physical tasks such as patrolling and responding to emergencies with agility and endurance.
- Possess thorough knowledge of emergency procedures and the ability to respond swiftly and effectively in crises.
- Uphold a strong sense of ethics and integrity in handling confidential information and making critical decisions.
- Skilfully diffuse tense situations and handle disputes calmly and effectively, ensuring safety and order.
- Keen attention to detail and strong observational abilities
- Knowledge of first aid and CPR
- Strong problem-solving and critical thinking skills

**Experience :**

Previous experience of 8-10 years in admin & security role in a factory.

**Qualification :**

Graduate degree in any stream.

**Location :**

Gumidipoondi, Near Chennai.