

VACANCY NOTIFICATION

Employer:	Client of Skillster
Level of Post:	-
Name of the Post:	Site HR, IR & Admin In Charge.
Salary range per month	35, 000 to 45, 000
<u>Qualification</u> *	<u>Essential:</u> (i) MBA (Human Resources), MS Office, Computers. Manufacturing (site/plant experience preferred)
<u>Experience:</u>	2-3 years industry experience
<u>Brief description of the job</u>	Joining formalities for new employees, Trainings, Leaves, Attendance & Payroll management, Employee travel, CSR, Canteen & Guest house management, Disciplinary issues & grievances, Contract labor management, Factory Licence Renewal etc.
Place of Initial Posting	Pitam Pura, Delhi.
Age Range (in years).	Upto 45 years.
No of vacancies	01
Additional Benefits offered:	-
Last date to received names:	20 Sep 2023
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 directly to: director@skillsterheroes.com	
Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.	