



MANAGER HR & ADMINISTRATION

by Dombivli Nagari Sahakari Bank Ltd. in Mumbai, Mumbai Suburbs

Experience: 5 to 10 yrs.

Job Description

1. General Administration services like AMC renewal, calling for quotations from contractors, handling negotiations, preparing work orders, AMC & Security agencies payments, vendor management, Liasoning with Government Authorities & statutory agencies, Lease agreement renewals & negotiations
2. General repairs & renovations, purchase for Branches, handling matters regarding premises, Furniture & Fixtures, electrical maintenance, Note counting machine, D.G. set machines, CCTV maintenance, security alarm system, etc, complete branch renovation work
3. Maintenance of old record, sanctioning for disposal of old record and old material.
4. Branch expansion, finding out business potential areas, advertisement for premises, survey of locations, visit to locations, shortlisting of premises, negotiations & finalisation
5. Handling legal matters, scrutiny of documents, preparation of draft agreement, MOU, rent agreement etc, interior layout/ interior related work, inviting Architects on panel, initiation, negotiation and finalization of tendering process, issuance of work orders,
6. Completion of work & making payments of R.A. bills
7. Attending Executive & Board meetings, finalizing Agenda of meeting, preparation of notes, minutes & follow up.
8. Thorough knowledge of Income Tax Act & Tax calculation.
9. Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, etc.
10. Creating and maintaining reports in Excel that allows the Bank to get information on daily business activities.
11. Salary & Leave administration
12. Co-ordination of trainings, induction.
13. Working on recruitment targets through closing positions within cycle time by utilizing job portal etc.
14. Proficient in handling Statutory compliance- PF, Gratuity etc

Desired Candidate Profile

Education:

(UG - Any Graduate - Any Specialization) OR (PG - Any PG Course - Any Specialization)

1. Excellent presentation, communication and interpersonal skills.
2. Good skill level with Microsoft Excel, Word and PowerPoint.
3. Good analytical and arithmetic skills.
4. Thorough knowledge of taxation.
5. Strong level of influence and negotiation skills.
6. Good professional appearance.
7. Able to work alone on a broad variety of projects.
8. Able to exercise effective judgment, sensitivity, creativity to changing needs and situations.
9. Able to establish and maintain healthy working relationships with people in course of work.
10. Able to look after administration work,
11. Able to solely handle negotiations

Interested candidates are advised to send their application alongwith detail Resume through e-mail on hr@dnsb.co.in.