

# North East Transmission Company Ltd. (NETC)

## Job Format

<b>Position/Department</b>	<b>Assistant Manager- HR &amp; Admin. (Vacancy-01)</b>
<b>Place of Posting</b>	Delhi
<b>Minimum Qualification</b>	Graduate in any discipline with Two year full-time MBA or PG Degree / PG Diploma / PG Programme in Management with specialization in Human Resource /Personnel Management with minimum 60 % marks.
<b>Minimum Experience</b>	6 Years as on 31.01.2024
<b>Industry Preferred (for references)</b>	Power (Transmission Line)/ Energy / Oil & Gas /Infrastructure/EPC
<b>Job Description</b>	<ul style="list-style-type: none"><li>• Shall be responsible for HR &amp; administration and public relations functions.</li><li>• Facilitate manpower planning and ensure hiring/recruitment and induction as per plan &amp; policy.</li><li>• Allocation of Manpower-Permanent &amp; Contractual work force on the basis of manpower planning.</li><li>• Facilitate proper administration of Performance Management</li><li>• Implementation, monitoring, review &amp; updation of Company policy on regular interval.</li><li>• Ensure healthy employee relations.</li><li>• To maintain record of employee database, i.e. personal credential, promotion &amp; transfer data, recruitment data etc.</li><li>• Monitor the administrative functions at Corporate &amp; site related with welfare, conveyance, Medical establishments, and security etc.</li><li>• Handling HR &amp;Admin. activities at sites</li><li>• Provide assistance for efficient management of contract labour.</li><li>• Maintaining statutory compliance e.g. labor laws,PF, Gratuity,PT etc.</li><li>• Salary processing and ensuring timely payment to vendors, consultants etc.</li><li>• Planning and execution of Training and Development in line with the budget.</li><li>• Ensures the proper maintenance and update of records and files.</li><li>• Responsibility of the proper filling of all the Vendor contracts and keeping a record of the contracts in terms of any updation or renewal.</li><li>• Processing of employees bills and vendor's invoices on time, keeping a record of inventory and dealing with the vendors.</li><li>• Arrangement of meetings and conferences.</li><li>• Maintain records and monitor track of CSR projects. Processing of payments of CSR projects and respective notes.</li><li>• Any other work assign from the company pertaining to the admin functions.</li></ul>

<b>Desired Profile</b>	<ul style="list-style-type: none"> <li>• Should have excellent team management skills.</li> <li>• Strong analytical skills with the ability to interpret complex documents and extract key insights.</li> <li>• Excellent abilities with a keen attention to detail.</li> <li>• Strong communication skills, both verbal and written, with the ability to articulate complex concepts clearly and concisely.</li> <li>• Ability to work independently and collaboratively within a team environment.</li> <li>• Proficiency in Microsoft Office suite and other relevant software applications.</li> <li>• Good communication and presentation skills</li> </ul>
<b>Pay Package</b>	Shall commensurate with experience
<b>Upper Age limit</b>	Assistant Manager-40 Years as on 31.01.2024.
<b>Contact Details</b>	<p><b>Company Name:</b> North East Transmission Company Ltd.</p> <p><b>Executive</b> : Executive-HR&amp;Admin</p> <p><b>Website</b> : <a href="http://www.netcindia.in">www.netcindia.in</a></p> <p><b>E-mail Id</b> : <a href="mailto:hr@netcindia.in">hr@netcindia.in</a></p> <p><b>Tel No.</b> : 011-64649311</p> <p><b>Address</b> :2C, 3rd Floor, D-21, DMRC Corporate Tower, Sector-21,Dwarka,Delhi-110077</p>