



Job Notification No : **BL/CHRD/RECT/O1/2017**

Date : **15th November, 2017**

Name of the Post	Junior Officer [HR] - TCW Code : JO17-20
SBU / Location (This is the current location for the post. However, this is an all India Advertisement. Hence, the place of posting can be anywhere in India or abroad for the current as well as future posts/ vacancies.)	Temperature Controlled Warehouse (TCW) - Hyderabad
Job Description	The key responsibilities of the incumbent will be:- <ul style="list-style-type: none">• Oversee deployment of Contractor's Labour and ensure compliance with relevant and applicable laws.• Manage local environment through regular coordination with appropriate authorities, liaising with Govt. Labour Authorities.• Arranging appropriate licenses and permit and their renewal from time to time.• Handle all office administration activities and coordination with Regional HR So uth on employee benefits, payroll promotion, performance appraisal, leave and administration issues.• MIS reports preparation and submission of various reports, returns , MIS etc.• Maintenance of HSE at the Unit level• Compliance of all applicable labor legislations.• Compliance of all directives & guidelines issue d by Appropriate Govt.• Compliance of all applicable company policies/ SOPs/guidelines.• Any other responsibilities assigned time to time. Note: - The above responsibilities mentioned are indicative and not exhaustive.
Grade / No. of vacancies / Minimum Qualification / Max Age / Reservation Details / Eligibility of Persons with Benchmark Disability / Minimum Post Qualification Relevant Experience (years)	Please refer relevant columns posted corresponding to the code JO17-20 , Notified under Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening
Important Dates / Application Fee / Grade, Scale of Pay and Compensation / Company Profile & Other General Terms & Conditions	Please refer relevant section of Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening