

**Looking for.....**

**Position#1: DGM/GM – HR (Head of Human Resources)**

Posting Location: HO, Kolkata

Education: MBA/PGDBM/MSW (HR)

Experience: 15 – 20 years Exp

Age: Less than 45 yrs

Job Role:

On-boarding to Off-boarding, Talent Management, Talent Development, Employee Satisfaction & Engagement, Organization Capability Building for Great Place to Work, Cultural Transformation, Digital transformation in HR, Growth Strategy, Succession Planning.

**Position#2: Manager / Sr Manager – SAP**

Posting Location: HO, Kolkata

Education: MBA/PGDBM/MCA/B.Tech/

Experience: 10 – 15 years Exp

Age: Less than 42 yrs

Job Role:

To manage SAP support, enhancements, new developments, new implementations, integrations and Salesforce / other applications integrated with SAP. Experienced in developing / designing and configuring SAP in any or more of the modules such as SD, MM, FICO, PP, PM, QM and PS.

**Position#3: Executive/Sr. Executive - MIS**

Posting Location: HO, Kolkata

Education: Any graduate

Experience: 2-3 years Exp

Age: Less than 30 yrs

Job Role:

2-3 yrs experience in preparing & generating various MIS Report & Dashboards (Daily/ Weekly/ Monthly Reports) for Management and Internal Communication. Excellent Knowledge in Advance Excel (***Pivot Table, Vlookup, H-Lookup, Data Validation & Formatting, Sum If/ifs, Count If/ifs, concatenate, Vlookup- choose, replace, Text to column, Lower to upper case***). Candidate working in BPO sector shall be given preference.

**Position#4: AGM – Stores (Head of Stores)**

Posting Location: Umlaper, Meghalaya

Education: Graduate, MBA with Certification course in Material Management is required

Experience: 15 + years Exp

Age: Less than 45 yrs

Job Role:

End to End complete Store Operation,

Sound knowledge in Store, Local Purchase & Raw Material requirements in Cement Plant

Annual budgeting, Material Planning and Procurement

Schedule Expenditures, Variances Analysis & corrective actions

Inventory Mgmt & Control, ABC Classification

Strict adherence to Lean Tools, ISO audit and Store SOP

Should be proficient in ERP, SAP - MM, MS- Excel, FIFO, 5S,ISO/QMS in stores

**Position#5: DGM – Automobile**

Posting Location: Umlaper, Meghalaya

Education: BE (Automobile) / B. Tech in Mechanical (Automobile)/ Degree in Automobile

Experience: 20+ years Exp

Age: 45 - 50 yrs

Job Role:

- Responsible for repair & maintenance of HEMM like Hydraulic Excavators, Volvo / Tippers, Loaders, Dozers, Graders, Generators.
- Responsible for equipment health as per target and as per budget planning.
- Responsible for day-to-day operation, make availability of machines by keeping minimum brake down. Also responsible to maintain records as per "OHSAS" for maintenance of HEMM.
- Maintenance Cost Analysis for various machines.
- Maintenance Planning to monitor and control availability of all Heavy Earth Moving Equipment.
- To check weekly MAT (Management Action Team) report of the Mines & present in to apex body to reduce cost of maintenance and other mining consumables, as well as brake-down details of equipment, equipment availability report.
- Coordinate with other Technical Departments to achieve the Budgeted reliability.
- Train the new Operators & Motivate them to operate the Plant with Optimum Performance.
- Assist Unit head across different initiatives to improve efficiencies, reduce Costs and train and empower the team
- Monthly and weekly reviews of the department

**Position#6: Manager/Sr Manager – HR**

Posting Location: Umlaper, Meghalaya

Education: MMA/MSW/PGDBM- HR

Experience: 10+ years Exp

Age: 35 - 40 yrs

Job Role:

Talent Development, Talent Management, Employee Engagement, Performance Management, HR – Operations, Digital Intervention in HR, HR Dashboards

**Position#7: Executive (Environment) – EHS**

Posting Location: Umlaper, Meghalaya

Education: BE/ME/M.Sc in Environment Science

Experience: 7+ years Exp

Age: 30 - 38 yrs

Job Role:

- Knowledge of all environmental statutory compliance and Testing.
- Knowledge of analysis stack monitoring kit, fine particular sampler, RDS sampler, Gaseous sampler,
- Online weather monitor system, OCEMS,
- Remote calibration system, Noise level meter etc.

**Position#8: Executive – Purchase**

Posting Location: Umlaper, Meghalaya

Education: Any Graduate

Experience: 3+ years Exp

Age: 25 - 30 yrs

Job Role:

- Responsible for PR, PO, local purchasing.
- Knowledge of SAP, Good command in MS Office (Excel, Word, Power Point)
- Knowledge of All Stores activities, Material,
- MIS (Daily, Weekly, Monthly etc)
- All type of Report, Material received, Good Knowledge of MS Excel

**Position#9: Chemist – Quality Control**

Posting Location: Umlaper, Meghalaya

Education: B.Sc/M.Sc in Chemistry

Experience: 8+ years Exp

Age: 28 - 35 yrs

Job Role:

- Chemical / Raw mix Testing & Analysis.
- Knowledge of XRF/XRT
- Knowledge of Manual Testing
- Preparation of Coal Ash and its chemical analysis as per requirement
- Quality Analysis
- Site Supervision

**Preference shall be given to the candidates from Cement / Manufacturing sector.**

**Kindly update your basic information against the position that you are applying for online by clicking on the below link:**

**[http://182.71.76.162:8080/18\\_Recruitment/SubmittResume.aspx](http://182.71.76.162:8080/18_Recruitment/SubmittResume.aspx)**

In the mean- time, you can also send your resume to:

**[recruitment.ho@amrit.co.in](mailto:recruitment.ho@amrit.co.in) & [diptiranjanddas@amrit.co.in](mailto:diptiranjanddas@amrit.co.in)**

***Please don't forget to write - Application for the position of... in the subject line while sharing resume.***