

Vacancy List

Sl.No	Position	Preferred Age and Qualification	Job Profile	Desired Experience Profile
Accounts & Commercial				
1	Head of Accounts, Finance and Commercial	45 – 55 years, CA	Will be responsible to lead a 50+ team of accounts, finance and commercial functions of the group companies to ensure compliances, cost control and optimization, budgeting and MIS, accounts and finance, contract negotiations, purchase and stores and taxation, etc.	Minimum 20 years of cross industry 360O exposure with atleast 10 years in steel / engineering / foundry industry with experience and networking in banking sector, legal and audit practices.
2	Manager – MIS & Costing	34 to 45 Years, ICWA	Will be responsible for Structure budget control system and reports, Cost control initiatives, MIS – Budget, Reconciliation of Cost Records vs. Accounts and Cost Audit	10 to 15 years of experience in MIS – Costing & Cost Audit in Steel / foundry / forging
3	Manager - Accounts & Commercials	35 to 45 Years, CA (Inter) / M.Com	Direct & Indirect Taxation, Banking, Statutory Compliances w.r.t all direct & Indirect taxes / ESI / PF & Professional Taxes, Internal & External Audit, Inventory Control and Management, Balance Sheet Compilation, Budget, MIS Review and Analysis	8 to 15 years in manufacturing concern preferably in Steel / Foundry / Forging company
4	Accounts Executive / Supervisor	Below 26 Years, B.Com	Normal Banking operations relating to LC, BG & Term Loans > LC & BG preparation and margins monitoring > Sales Bill Negotiation (Discounting / Collection) > Bank Reconciliations of all Banks > LC / BG Records > Check the interest and other bank charges of all Banks > Ensure proper filing of Journal Vouchers > Import negotiations and Exchange Control formalities > Monitoring & Reporting of Term Loan	3 to 4 years of experience in commercial function of a manufacturing organization

Marketing & Sales				
Sl.No	Position	Preferred Age and Qualification	Job Profile	Desired Experience Profile
5	Head of Marketing and Sales	40 – 50 years, Graduate Engineer preferably with MBA from a reputed institute	Will be responsible for designing strategy and execution of the plans for doubling the sales over next three years to sectors like: oil and gas, energy and heavy engineering and grow the exports from the present 25% of sales to 50% of sales	Atleast 3 – 5 years of hands on manufacturing experience followed with min. 10 years of experience in marketing and sales of engineering, speciality steel or forgings or any other industrial products. Should be well travelled and acquainted with target sectors and strong networking skills.
6	Manager	35 - 40 Years, BE (Mech. / Met.), preferably MBA - Marketing	Will be responsible for: > Co-ordinating all Marketing activities > Business Development > Improving Customer Satisfaction	8 to 10 years in marketing of a manufacturing organization
7	Executive / Sr. Executive	26 to 35 years, MBA (Marketing)	Will be responsible for the following: <ul style="list-style-type: none"> Ø Enquiry Generation and Collection of Feedback on offer submitted Ø Order Negotiation Ø Order generation and increase business volume for Ingots, Forgings and Rolled Bars Ø Maintaining an awareness of new developments and upcoming changes in market Ø Brand Building Ø Periodical Plan for web and online marketing Ø Work as an interface between Customer and Plant for Techno-commercial issues Ø Payment Collection Ø Customer Hospitality Ø Attending to customer grievances 	Experience range 2 - 10 years in marketing of industrial products
8	Back Office Executive	32 to 40 years, Graduate Preferably Commerce	To prepare work orders To make & circulate weekly, monthly, quarterly marketing MIS reports To compile customer feedback against various offers Handling customer correspondence independently (Update status to various customers on regular basis & Follow up payments) Maintain Customer Ledgers Prepare outstanding statements Regular reconciliation of customer outstanding Handling C – Forms & Statutory documents To be the custodian of all files, documents and records	5 to 10 years in a manufacturing organization

Human Resource Management & Administration

Sl.No	Position	Preferred Age and Qualification	Job Profile	Desired Experience Profile
9	Head of Human Resources Management	35 – 45 years (preferably female), Graduate with MBA from a reputed institute	Will be responsible for designing and executing the strategies for training and development, motivation and engagement level of our team of engineers, CAs, MBAs and graduates to contribute in realizing of business goals and create the talent pipeline for future growth	Minimum 10 years of relevant experience preferably from a manufacturing organization. Adept in people and having good understanding of human psychology and must possess higher E. Q.
10	Executive / Sr. Executive	25 to 28 years, MBA (Human Resource Management)	Will be responsible for: Ø Staffing Ø Compensation & Benefits Ø Rewards Ø Performance Appraisal & Annual Increment Ø Performance Tracking & Monitoring Ø Review of Departmental targets Ø Career Planning & Development Ø Training & Organization Development Ø Employee Engagement Initiatives Ø Employee Communication	Experience range 2 - 10 years in core HR
11	Executive (Administration)	30 to 35 Years, Graduate in any field	Will be responsible for Security, Transport, Canteen, House Keeping, Building Manintenance, Guest Management etc.	Experience range of 5 to 10 years in core admin function like, Guest, Transport, Canteen and Security Management along with upkeeping of entire plant and office building
12	Front Office Executive	35 to 45 years, Graduate	Welcome visitors and guests and direct appropriately. Arranging maintenance visits and logging the duration thereof. Receive, direct and relay telephone messages and fax messages. Record and handle all incoming and outgoing couriers. Respond to public inquiries Provide word-processing and secretarial support Assist in the planning and preparation of meetings, conferences and conference telephone calls. Provide administrative services Responsible for daily cleaning and general maintenance of the office.	Experience of minimum 5 Years in front office

Purchase

Sl.No	Position	Preferred Age and Qualification	Job Profile	Desired Experience Profile
13	Executive / Sr. Executive - Purchase	25 to 30 years, B.Com	<ul style="list-style-type: none"> > Preparation of orders, negotiation & collection of materials > Assist in the Raw Material Management > Cash Purchase > Local Purchase & Collections > Comparative Statement > Any other job assigned by IS > Assist in Raw Mterial Management Enquiry & Quotation > Comparative Statement > Job Work Order, Bill Tracking & Material Collection 	3 to 6 years of experience in Material Management department of a Steel Plant
14	Purchase Manager	30 to 35 Years, B.Com / MBA in Material Management	<ul style="list-style-type: none"> > Complete Material Management (Stores Purchase) from indent processing to final accounting > Inventory and Stores Management > Responsible for effective implementation and usage of ERP 	8 to 10 years of experience in Material Management department of a Steel Plant

Director's Office

Sl.No	Position	Preferred Age and Qualification	Job Profile	Desired Experience Profile
15	Office Assistant	35 to 45 years, Graduate / Diploma in Stenography	<ul style="list-style-type: none"> Taking shorthand dictations. Drafting letters & correspondence Sending invoice and dispatch documents to the parties concerned as per the laid down procedure To be responsible for all administrative work of the department (Mail Management, arranging stationeries, gifts, brochures and other marketing material) To assist HOD on delivery delays & plant co – ordination To update the HOD on customer's job status after taking inputs from respective sales person To assist the concerned person in sending offers House – keeping & upkeep of the department To perform any other job assigned by the HOD from time to time 	2 - 4 years in a manufacturing organization

Steel Melting Shop

SI.No	Position Title	Qualification	Job Profile	Experience Profile
16	Assistant Manager / Manager	BE / B.Tech (Metallurgy)	Will be responsibility for Shift and shop production planning along with raw material planning and management	4 to 8 years of experience in production of Steel Plant
Plant, Engineering & Maintenance				
17	GM / Dy. GM, Plant Maintenance & Engineering	45 – 55 years, Mechanical / Electrical Graduate Engineer	Will be responsible for zero breakdown, maintenance and upkeep of a steel plant, heavy forge shops, engineering shop and 33 KV power distribution and sub-station. Will also head the plant engineering and expansion projects	Minimum 20 years of hands on plant maintenance experience from a steel melting plant with knowledge of modern maintenance management concepts like: TPM, condition based monitoring, predictive and preventive maintenance etc.
Quality Assurance & Process Control				
18	Head of Metallurgical Technology & Development	50 – 60 years with a post graduation masters in Metallurgy	Will be the head of technology and development. Should be capable of improving and monitoring of special steel melting, forging, rolling and heat treatment processes, development of new products and technologies, SQC & failure analysis, etc.	Minimum 25 years of hands on experience in special steel melting and processing processes, QA and technology. Persons who have worked or trained abroad and participated in technology transfer projects will be preferred.