

APPOINTMENT

Engagement of “Administrative Officer (AO)” on contract basis

Westinghouse Saxby Farmer Limited (A Government of West Bengal Company) invites applications for the post of Administrative Officer (AO) on Contractual basis initially for a period of Two Years (extendable). The details are given below:-

1. Post : Administrative Officer
2. Academic Qualification : MBA in Personnel & Administration/Equivalent Qualification in Personnel & Administration. L.L.B qualification is preferable.
3. Age : Between 40 to 55 years (may be relaxed for suitable candidates)
4. Experience : 10-15 years in Manufacturing Industry
5. Remuneration : Consolidated remuneration (Negotiable), commensurate with qualification and experience
6. Job responsibilities :
 - i) To look after the Administration of the Factory and Personnel matter of the company
 - ii) Co-ordination with Management & Union
 - iii) HR related matter.
 - iv) Maintaining Pay Roll records such as Salary & Wages , P.F. ,ESI etc.
 - v) Liaison with P.F , ESI , Labour Department and any other statutory authorities.
 - vi) To see Staff & Workers Leave & Attendance etc.
 - vii) Security related issue.
 - viii) Any other job as will be assigned by the Management.

The candidates fulfilling the above criteria, please submit the application with all documents latest by **30.04.2023** to the Managing Director, Westinghouse Saxby Farmer Limited by e-mail to md.wsf.2021@gmail.com