



UTSAV SAFETY SYSTEMS

Email: hr@utsavhsrp.com

JOB DESCRIPTION

STATE HEAD

SKILLS

- Excellent communication skills
- Strong Process orientation and discipline
- Good collaborative skills
- Strong management skills
- Proficiency with Microsoft Office programs, including Power Point, Word and Excel
- Ability to work in a high-intensity, fast-paced environment
- Ability to meet physical demands of jobs, including lifting, standing and walking
- Project Management and PMO skills
- Fair understanding of Commercial and Operational Terms & Conditions and Service Level Agreements

JOB DESCRIPTION

- Monitor and ensure that Managed Services program are available as per contract terms.
- Shall supervise the implementation of techno-commercial aspects and best practices in project management and audit.
- Regularly monitor project plans and review reports, as well as review them with service providers/seniors and with ground team.
- Support in business development and building relationships with internal and external stakeholders.
- Ensuring that the Standard Operating Process (SOP) for HSRP Production and Affixation is followed.
- Coordinating with IT/ ERP Team and accounts department for monitoring day to day operations.
- Developing and maintaining the program management plan, integrated master schedule, and weekly and monthly reporting.
- Resolving cross-functional issues at project level.
- Liaise with and update progress to, operations/senior management, dealer/OEMs Official
- Managing project scope and change control and escalating issues where necessary.
- Working from the office as well visiting Sites for supervision and monitoring.
- Submission of daily activity report and daily productivity report.



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OPERATION MANAGER

SKILLS

- Excellent communication skills
- Strong Process orientation and discipline
- Good collaborative skills
- Strong management skills
- Proficiency with Microsoft Office programs, including Power Point, Word and Excel
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- Ability to meet physical demands of jobs, including lifting, standing and walking
- Project Management and PMO skills
- Fair understanding of Commercial and Operational Terms & Conditions and Service Level Agreements

JOB DESCRIPTION

- Internal coordination with HO and Field level employee for smooth operations
- Ensuring that the predefined process for HSRP Production and dispatch is followed
- Reviewing the existing process and suggesting necessary changes
- Ensure resolution of all labor related issues
- Take reports from all Executives, collate the report and share the same with the reporting manager on a daily time to time basis
- Should possess excellent interpersonal, communication and organizational skills with proven abilities in relationship management & team management.
- Good in Microsoft Word, Excel, Power Point
- Analytical approach towards work.
- Will be responsible for sales and promotion of HSRP (High Security Registration plates).
- Will be responsible for developing relations with new automobile dealers in state for tie up for HSRP.
- Will be responsible for maintaining relations with existing automobile dealers.
- Will coordinate with internal departments (Production, Accounts etc.) of the organization for timely production and delivery of HSRP to the dealers.
- Liaisoning with dealers/ follow up for the orders/ payments from automobile dealers.



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CENTER SUPERVISOR / PRODUCTION SUPERVISOR

SKILLS

- Excellent communication skills
- Strong Process orientation and discipline
- Good collaborative skills

JOB DESCRIPTION

- Handle the general administration of the center
- Ensure timely production and dispatch of HSRP
- Stock & Inventory Management
- Maintain smooth operation of machinery, embossing Centers & periodically maintenances of machinery
- Maintain record file of production sheet and delivery challan.
- Responsible for co-ordination with internal department (IT, Accounts etc.)
- Ensuring that the predefined process for HSRP Production and dispatch is followed
- Collate the report and share the same with the reporting manager on a daily time to time basis
- Ensure labor related issue and attendance of team members
- Good in Microsoft Word, Excel, Power Point
- Analytical approach towards work.

EXECUTIVE - HR

SKILLS

- Able to Read & Write in English/Regional language
- Problem-solving skills.
- Excellent interpersonal and verbal skills
- Good writing skills

JOB DESCRIPTION

- Recruit the local level candidate in the state.
- Manage the attendance of the state employees and co-ordinate with Corporate HR team.
- Handle the joining formalities and share the document with the Corporate team.
- Maintain the MIS of the employees.
- Manage the local level statutory compliance
- Manage the complete HR operation of the team.
- Ensure all the hiring should have proper approval of management.
- Manage the exit formalities of the employees in the state and ensure the process should be followed as per standard practice of the company.
- On monthly basis share the HRMIS to corporate HR team, which is comprises of joining, transfer, left and termination details.



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ACCOUNTS - EXECUTIVE - MIS

SKILLS

- Able to Read & Write in English/Regional language

JOB DESCRIPTION

- Maintain daily stock inventory reports and share with reporting manager.
- Must be well versed with Advanced Excel.
- Must be well versed with Pivot Table, Dashboard.
- Data Validation & Data Management & Variance Analysis.
- MIS reporting to the reporting manager or management on daily basis.
- Management accounts
- Bank reconciliation
- Debtors and Supplier reconciliations
- Preparation of special report
- Cost center report.
- Updation and Checking the daily sales files
- Handle the attendance of the employees of the state and co-ordinate with corporate HR team.
- Responsible for periodic stock reconciliation.

DISPATCH / MATERIAL HANDLERS

SKILLS

- Able to Read & Write in English/Regional language

JOB DESCRIPTION

- Ensure timely dispatch of material to the dealer and customer
- Ensure 100 % acknowledgment of deliver material as per the predefined process of dispatch.
- Ensure the package of material as per standard practices.
- Maintain the daily delivery schedule
- Maintain the record of the delivery.
- Daily submission of acknowledge delivery challan to center supervisor
- Immediately inform to the respective center supervisor for any sort of delay or concerns
- The candidate should have own bike to manage the dispatch of materials.



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EXECUTIVE - IT

SKILLS

- Able to Read & Write in English/Regional language

JOB DESCRIPTION

- Must have strong hardware and software trouble shooting skills.
- Must have proactive approach toward work
- Maintain the record of IT assets.
- Address user tickets regarding hardware, software and networking
- Conduct remote troubleshooting
- Test alternative pathways until you resolve an issue.
- Customize desktop applications to meet user need.
- Record technical issues and solutions in logs
- Direct unresolved issues to the next level of support personnel
- Ensure their systems are functional
- Help create technical documentation and manuals
- Hands-on experience with Windows/Linux/Mac OS environments
- Working knowledge of office automation products and computer peripherals, like printers and scanners
- Knowledge of network security practices and anti-virus programs
- Ability to perform remote troubleshooting and provide clear instructions
- Excellent problem-solving and multitasking skills
- Customer-oriented attitude
- Proven work experience as Desktop Support Engineer, Technical Support Engineer or similar role



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EXECUTIVE - WAREHOUSE

SKILLS

- Excellent communication skills
- Strong Process orientation and discipline
- Good collaborative skills

JOB DESCRIPTION

- Processing daily in bound and out bound orders and dispatch of HSRP materials
- Co-ordination with operation team
- Stock & Inventory Management
- Maintain smooth operation of machinery, Embossing Center & periodically maintenances of machinery
- Maintain record file of production sheet and delivery challan.
- Responsible for co-ordination with internal department (IT, Accounts etc.)
- E-Way bill process
- Collate the report daily, weekly, monthly and share the same with the reporting manager
- Warehouse management
- Ensure labour related issue and attendance of team members
- Good in Microsoft Word, Excel, Power Point
- Co-ordination with procurement team
- Must Knowledge of ERP, SHRP & Dynamic NAV software
- Analytical approach towards work.



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TECHNICIAN

SKILLS

- Able to Read & Write in English/Regional language
- Problem-solving skills.
- Diagnosing and repairing electrical problems is a large part of a technician's job.
- Customer first attitude

JOB DESCRIPTION

- He should be responsible for performing highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment according to safety, predictive and productive maintenance systems
- He should be a trouble shooter
- Handle the repairs maintenance of machinery & equipment.
- He should be mobile as per the demand of business requirement.
- He must understand the technical know-How of the product and machinery.
- Responsible for periodic machine maintenance
- Must have good knowledge of installation and maintenance of hydraulic machine
- Responsible for maintaining spare parts
- Responsible for PPM Schedule
- Responsible for sharing weekly machine health status reports to reporting manager.

MACHINE OPERATOR

SKILLS

- Able to Read & Write in English/Regional language

JOB DESCRIPTION

- Daily complete the production target assigned by center supervisor
- Co-ordinate with Center Supervisor any issue related to production.
- Maintain smooth flow of production and maintenance of machinery.
- Maintain the production record assigned by the reporting manager
- Co-ordinate with dispatch team.