



Opening for the post of HR / Administrative Manager

Position: HR/Admin Manager

Reporting to: Compliance Officer

Duty Station: New Delhi

Roles and Responsibilities:

1. Managing HR functions of the company
2. Preparation of proposals/tenders
3. Preparation of Invoices
4. Client communication (Follow up on proposals/quotations etc.,)
5. Ensuring day to day functioning of office
6. Provide continuous support to technical and compliance team
7. Assistance in maintaining compliance with different regulatory and certification schemes.

Educational Qualification:

1. Post graduate/graduate degree in management, commerce, science or Engineering

Desired Skills:

- Advanced MS Word, Excel, PowerPoint and Outlook experience is essential.
- Be able to manage (Multiple work processes at a time).
- Knowledge of CDM/DOE Accreditation requirements.
- Knowledge of ISO 9001, ISO 14065 and ISO 14064
- Must be a pro-active thinker
- Good command of spoken and written English
- Good understanding of the company's aims and objects and ethos
- High attention to detail essential.
- Decisive and committed in the work environment.
- Flexible and adaptable with the ability to work unsupervised.

Remuneration: Remuneration and applicable benefits shall be negotiated with the successful candidate.

Closing Date: 10/04/2015

Interested candidates shall send their CVs to info@carboncheck.co.in

Shortlisted candidates shall be contacted through mail by 15/04/2015.

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