



KUDUMBASHREE BROILER FARMERS'
PRODUCER COMPANY LTD.

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Regd Office: DOT SPACE BUSINESS CENTRE

TC 24/3088, Usha Sandya Building

Kowdiar, Dewasom Board Road, Thiruvananthapuram 695033

CIN : U01100KL2019PTC057331, GSTIN/UIN : 32AAHCK5583G1ZG

+91 471 255 4715

kudumbashreebfpl@gmail.com

www.keralachicken.org.in

KBFPCL/2021/183

05.08.2021

Notification- ADMINISTRATION MANAGER

Kudumbashree Broiler Farmers Producers Company Limited intends to take up Administration Manager for one year on contract basis. Interested candidates shall send their resume along with duly filled application form and self attested copies of relevant certificates to The Chief Executive Officer, Kudumbashree Broiler Farmer's Producer Company Limited, Trida Rehabilitation Building, Medical College PO Thiruvananthapuram, Pincode 695011 on or before 31/08/2021, 5.00 PM. To download notification and application form please visit www.keralachicken.org.in . **Only hard copy of the application will be accepted.** The list will be valid for one year. The future vacancies will be filled from the rank list as per the requirements of the company.

No of Post: 1

Educational Qualification: Masters Degree in Business Administration (MBA with HR Management) & Kudumbashree Experience is mandatory.

Consolidated Pay: Rs 40,000/-

Age Limit: Below 35 years as on 31.08.2021

Roles & Responsibilities:

- Administer HR & Administration policies and procedures
- Nurture a positive working environment and define employee relations practices necessary to promote a high level of employee engagement and motivation
- Create and maintain master HR files, payroll and ensure paperwork is complete and compliant with regulatory requirements.

- Manage day-to-day office operations; oversee and coordinate overall office activities and provide administrative support to the executive leadership
- Preparation of file and consolidation of reports including administration, Production, Sales and Marketing, processing of Vendor payment related files.
- Conducting all preparatory work for meetings.
- Organising, planning and conducting meetings, taking notes and writing minutes for meetings.
- Organizing an archiving system. Working with colleagues to ensure consistency of documentation practice across the company and maintain documentation integrity.

Selection Procedure: Appropriate candidate will be selected on the basis of aptitude test and interview. The date of examination & Interview will be intimated via email and telephone.

Sd/-

Chief Executive Officer
Kudumbashree Broiler Farmers' Producer Company Ltd.

10. Brief professional experience

Office/Instt/ Firm	Post held	Part time/Contr act/Adhoc/ regular/ Temp/Pmt	Exact dates to be given (indicate day, month & year)		Total Period (in years)			Salary	Nature of Duties
			From	To	Years	Months	Days		

11. Any other relevant information:

12. Details of enclosures:

- 1)
- 2)
- 3)

I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I do not have any statutory impediment to apply or work for the above cited post.

Date:

Signature of candidate

Place:

Address:

References (02 experts/persons):

1.
2.

