

**Job Title: Office Management and HR Executive**

**Location:** National Co-operative Exports Limited (NCEL), New Delhi

**Company Description**

National Co-operative Exports Limited (NCEL) is a distinguished national-level co-operative created with the approval of the Union Government and the Ministry of Cooperation in 2023 and registered under the Multi-State Co-operative Societies Act, 2002. It is promoted by five prominent co-operative institutions - The Gujarat Co-operative Milk Marketing Federation (GCMMF, popularly known as the AMUL), Indian Farmers Fertiliser Cooperative Limited (IFFCO), Krishak Bharati Co-operative Limited (KRIBHCO), National Agricultural Co-operative Marketing Federation of India Limited (NAFED), and National Co-operative Development Corporation (NCDC).

**Job Summary:**

We are seeking a highly qualified individual to manage our office and HR functions, who wants to be a part of a pioneering initiative of the Ministry of Cooperation. The ideal candidate will be responsible for ensuring smooth office functioning and implementing HR strategies, policies, and programmes that align with our organisation's goals and values.

**Key Responsibilities:**

- Coordination with vendors for office supplies
- New employee onboarding
- General office supply management
- Assisting with HR activities and internal communication and coordination
- Assisting accounts department in payroll management
- Assisting accounts and cooperative services departments as and when required
- Maintenance of office files and records
- Maintenance of records of office staff (attendance, invoices, leaves, etc.)
- Coordinating shipment of parcels and mail
- Making travel arrangements for business visits
- Ensuring smooth functioning by supervising floor manager and pantry staff
- Ordering pantry- and office-related essential supplies
- Coordinating internal events and activities
- Coordinating external events and activities

**Qualifications:**

- Bachelor's degree
- Fluent in English and Hindi
- Excellent writing and communication skills
- Proficiency in MS Office (Word, Excel, Powerpoint)
- Minimum 3-5 years of experience in a similar role

**Pay:** as per market standards

**Please apply using this link:** <https://forms.gle/kBuXRFSUR3sST2Wn8>