

# BASIC JOB DESCRIPTION

## **GENERAL MANAGER (Positions Vacant - 1)**

Direct and guide the organization through a shared vision and collective responsibilities. GM is accountable for the total effectiveness of the organization by ensuring proper implementation of strategies, policies and procedures as approved by the Director Board.

### **Key Result Areas**

- General Operations and Overall Administration
- Profitability and ROI
- Planning and Strategy Development
- Business Development, Marketing & Branding
- Organizational culture development and management

### **Required Qualifications/Eligibility**

A Master's Degree with min 5 Years' experience in managing an industrial production unit.

Or

10 Plus Years' experience in managing an industrial production unit, preferably in rubber industry.

## **FINANCE MANAGER (Positions Vacant - 1)**

Formulate and control the financial strategy of the organization by ensuring optimum resource utilization and allocations. Support the director board and the GM to take appropriate decisions by providing all required financial information.

### **Key Result Areas**

- Fund management/ Cash Flow management
- Costing and Auditing
- Financial Performance Analysis
- Financial Projections, Budgeting & Control
- Risk Analysis and Management
- Statutory Filings & Compliance Management

### **Required Qualifications/Eligibility**

A Master's Degree in Finance or related field with a proven track record of delivering results in above specified KRAs.

Or

5 Plus Years' experience as Finance Manager of an industrial production unit.

### **ACCOUNTANT (Positions Vacant - 2)**

Record and report all transactional data with supporting documents and keep files of all such documents as per 5S principles on a daily basis.

#### **Key Result Areas**

- Accounts Administration
- Petty cash management
- Reconciliation
- Vouching & file keeping
- Final statement preparation
- MIS Reports & Dashboards

#### **Required Qualifications/Eligibility**

A Master's Degree in Commerce or related field with min. 2 years' experience in managing accounts of an industrial production/manufacturing unit.

Or

5 Plus Years' experience in managing accounts of an industrial production unit.

### **TERRITORY SALES OFFICER (Positions Vacant - 12)**

Identify business opportunities and achieve set targets by managing sales activities in the defined area. Territory Sales Officer's responsibilities include presenting the company's products and services to potential clients, identifying specific consumer characteristics and recommending ways to promote and sell all products and services.

#### **Key Result Areas**

- Sales & Collection
- Business Development, Marketing & Branding Support
- Client Relations Management

#### **Required Qualifications/Eligibility**

Good Communication skills and presentability. Motivated candidates with an ambition to grow up the ladder by delivering results are encouraged to apply. Requires extensive travelling. DA, TA and all applicable Incentives will be provided.

### **ZONAL SALES MANGER (Positions Vacant - 3)**

Manage a team of TSOs to achieve all revenue targets. ZSM is responsible for making the most profitable zone. He / She is responsible or accountable for managing the activities in designated zone, deliver assigned sales goals and related objectives from the strategic sales plan.

#### **Key Result Areas**

- Business Development, Marketing & Branding Support
- Sales Team Management, Target Setting & Allocations
- Area/Beat Wise Route Management for Sales Management
- Reporting & Performance Analysis

#### **Required Qualifications/Eligibility**

Any Degree with min. 2 years' experience in managing a sales team or 4 plus years' experience in B2B sales. Incumbent shall be willing to travel across Kerala and to other states as and when required. Expertise in Tamil / Kannada / Telugu /Hindi will be a plus.

### **ASST. MANAGER: EXPORT (Positions Vacant - 2)**

Identify business opportunities in overseas markets and achieve set targets by managing export sales activities. Presenting the company's products and services to potential overseas clients, identifying specific consumer characteristics and recommending ways to promote and sell all products and services in the overseas market. This post requires extensive travel and the incumbent should be self-driven and a highly motivated go getter who can work independently with minimal supervision.

#### **Key Result Areas**

- Sales Target Achievement
- International Client Management
- Export order execution
- Documentation and filing
- Business development
- Reporting & analysis

#### **Required Qualifications/Eligibility**

Any Degree with min. 2 years' experience in managing international business/exports. Good communication skills with knowledge and experience in foreign languages will be a plus. Should be eligible and ready to travel abroad.

### **INVENTORY EXECUTIVE (Positions Vacant - 2)**

Inventory executive, should be a reliable professional with an excellent eye for detail and must have an idea about handling Inventory with proper documentation. The goal is to oversee the inventory of the firm for in-house production and ensure close coordination with purchase department to achieve the organizational objectives.

#### **Key Result Areas**

- Inventory Management
- Demand Forecasting
- Order / Shipment Coordination
- Reporting & Analysis

#### **Required Qualifications/Eligibility**

A Degree or Diploma in inventory management. Experience in a similar role will be an advantage.

### **QUALITY ASSISTANT (Positions Vacant - 2)**

Support the quality controller in ensuring product and process quality. Quality assistant should be a quick learner and an interest for R&D.

#### **Key Result Areas**

- Quality Management
- Testing
- R&D
- New Product Development
- Statutory Compliance
- Reporting & Analysis

#### **Required Qualifications/Eligibility**

A Master's Degree in Chemistry or related field with an interest in R&D. Experience in a similar role will be a plus but, freshers with a long-term vision to grow with the organization are also encouraged to apply.

### **ASSISTANT MANAGER – HR (Positions Vacant - 1)**

Develop and implement HR strategies and initiatives aligned with the overall business strategy. Bridging management and employee relations by addressing demands, grievances or other issues. Manage the recruitment and selection process and ensure all compliance related matters are properly taken care of in time.

#### **Key Result Areas**

- Recruitment & on-boarding
- Payroll management
- Training & development
- Statutory compliance
- Filing & documentation
- Performance review & management
- General administration
- Asset management

#### **Required Qualifications/Eligibility**

A Master's Degree in Human Resource Management or related field with a min. of 3 years' experience.

**Note:** Salary ranging from Rs. 20,000/- to Rs. 1,50,000/- per month based on experience and qualifications. ESI, PF and other benefits as applicable will also be provided.

Please send your updated CVs with a cover letter explaining your suitability to the post applied for to

**[careers.cochinrubbers@gmail.com](mailto:careers.cochinrubbers@gmail.com)**