

Post:Officer – Human Resource & Membership Development

Type of Employment	:Regular
Educational Qualification	: Graduate (Preferably Commerce), PG Qualification in HR Preferred
Experience	:Minimum 5 years of HR Experience + Preferably in an Association / Industry Body
Job Location	:ICC – National Head Quarter, Fort, Mumbai

JOB DESCRIPTION:

HR:

Development and Implementation of HR Policies and Procedure
Recruitment, Preparing Job Description, Managing Employment Process
Employee Relations
Employee Records
Performance Evaluation
Overseeing Health & Safety of Employees
Pay Roll, Attendance etc.
Gratuity, PF & other employee benefit

Membership:

All ICC Membership related coordination
New ICC Member Enrolment – Prospecting, Soliciting etc.
Managing Membership Subscription

Skills:

Proficient in Ms Office – Word, Excel, PPT
Good proficiency in English – Reading, Speaking & Writing
Excellent Verbal & Written Communication skills
Full understanding of HR Function

A brief about ICC

INDIAN CHEMICAL COUNCIL (ICC), established in 1938, is dedicated to the growth and promotion of the Chemical Industry in India. ICC has become the representative body of chemical industry in India with the membership of both Indian Companies as well as multinational companies operating in India.

Today, ICC is the apex national body representing all branches of the Chemical Industry in India such as Organic & Inorganic Chemicals, Plastics & Petrochemicals & Petroleum Refineries, Dyestuffs & Dye-

intermediates, Fertilizers & Pesticides, Specialty Chemicals, and Paints etc. ICC supports and promote all branches of the industry through a variety of events, trainings, awards & recognitions, policy advice and other useful activities.

Since its formation in 1938, ICC has served the industry through its vivid activities/ functions and offerings to cater to the varying needs of the Indian Chemical Industry.

