

## Job Description (JD)

<b>Position title:</b>	<b>Astt-Compliance &amp; Audit</b>	<b>Job Location:</b>	<b>HO, CBD Belapur-Navi Mumbai</b>
<b>Qualification:</b>	<b>B.com/M.com/MBA/Law</b>	<b>Experience:</b>	<b>03 to 05 years</b>
		<b>Salary range:</b>	<b>4.2 to 6.0 lacs</b>

Role & Responsibilities		
S.No	Key Result Areas	Key Performance Indicators
1	<b>HR &amp; Other Compliances</b>	1. Liaison with respective department to obtain necessary licenses / permissions for the site like Labour license, BOCW, PT registration, Consent to establish / Consent to Operate for HMP, NOC from Gram Panchayat and closer of the same at the time closure of the site.
		2. Make sure the display of necessary notice / information as per the statute
		3. Attend the inspections done by the concerned authorities and take necessarily follow up action
		4. Verification of monthly labour compliance registers and submission of the same to client as per the contract agreement.
		5. Submission of monthly Statutory compliances (PF, ESIC & PT) to client
		6. Maintenance of tracker of HR, Statutory approval, permits, permissions, licenses, and other compliance as per requirement
2	<b>Records and reports</b>	1. Prepare all records required by internal external auditors
		2. Prepare reports as necessary as and when required at site and head office.
		3. Maintaining filing system at site in chronological order for all HR, Statutory approval, permits, permissions, licenses, and other compliance and ensure all files are up to date

Interested candidates are requested to send their CV's to [rajesh.more@markolines.com](mailto:rajesh.more@markolines.com) mentioning the details of current and expected salary, notice period.