

## WEBFIL LIMITED

### Recruitment Advertisement

WEBFIL Limited is a Multi-Divisional Manufacturing and Service providing company in India and Group Company of Andrew Yule & Company Limited (a Public Sector Enterprise) is looking for committed, promising and result oriented candidate for the following positions:

Job Title:

#### **Works Manager – One post**

Minimum Qualification:

B.E (Electronics& Telecom) or equivalent.

Experience:

10-15 years or more in Electronics /Manufacturing Industry in a managerial position.

Job Responsibility:

1. To perform duties as an *Administrative Head* of Factory.
2. To be responsible for achieving production targets, ensuring desired product quality and timely delivery of products.
3. To develop and implement innovative strategies to streamline factory operations.
4. To perform other duties as assigned by the Management.

KSA (Knowledge, Skill and abilities) requirement for the position:

- Strong managerial and leadership skill.
- Sound knowledge of Industry specific factory equipment and instruments.
- Excellent analytical and problem solving skill.
- Effective communication skill.

Age: Between 40 -50 years.

Location: Kalyani Factory

Remuneration: Commensurate with qualification and experience.

Job Title

#### **Sr. I.T Professional – One post**

Minimum Qualification:

B.E – Computer Science/ I.T. / Electronics & Telecom or equivalent

Experience:

7-10 years or more experiences in I.T Industry in a managerial position with a sound technical acumen.

Job Responsibility:

1. Manage project administration.

2. Responsible for planning, design, control and monitoring of the projects including special projects pertaining to I.T and I.T enabled services including *Installation and commissioning of WIFI system, smart meter, fire alarm system, CCTV surveillance, SMS alert system etc.*
3. Analyzing and managing project risk.
4. To identify, develop, and evaluate marketing strategy, based on knowledge of establishment objectives, market characteristics, and cost and mark up factors

KSA (Knowledge, Skill and ability) requirement for the position

- Proven ability to complete projects according to outlined scope, budget, and timeline.
- In depth Knowledge about I.T and I.T enabled services.
- Strong managerial and leadership skill.
- Excellent analytical and problem solving skill.
- Effective communication and time management skill.

Age: Between 35 to 45 years

Location: Kalyani Factory

Remuneration: Commensurate with qualification and experience.

Job Title

**Middle Managerial level Accounts Executive /Officer** – Vacant position – Two post.

Minimum Qualification:

The ideal candidate should be a qualified Chartered/Cost Accountant

Experience:

Should have at least 5 to 7 years of post-qualification experience in Finance & Accounts department in a listed industrial/commercial /P.S.U. Company.

Job Responsibility:

Day to day accounting functions of Company , preparation of bank reconciliation statement, interaction with the Statutory & CAG Auditors and Bankers, preparation of necessary MIS, handling of Audit & Taxation, analysis of reports of Internal Auditors , co-ordinating with other statutory authorities.

Fund management, critical analysis of financial performance of the company, including finalization of Budgets & its monitoring, finalization of Quarterly & Annual Accounts of the Company.

KSA (Knowledge, Skill and ability) requirement for the position:

- Thorough knowledge of accounting procedures.
- In-depth understanding of Generally Accepted Accounting Principles (GAAP).
- Commercial and business awareness.
- Solid proficiency in Microsoft Office, ERP packages, Tally and other accounting software packages.
- Excellent analytical skills with an attention to detail.
- Excellent time management skills.

Age: Between 30 to 40 years

Location: Kalyani Factory – One, Registered Office – One

Remuneration: Commensurate with qualification and experience.

**Other conditions:**

- i) While applying the candidates should apply only in the format enclosed. Application received in any other format will be rejected. Photo copy of relevant supporting document should not be enclosed with application.
- ii) The candidates meeting the eligibility criteria need only apply. The candidates will be required to produce the original documents in support of qualification, experience and age at the time of interview. Mere submission of application or fulfilling the eligibility criteria does not confer any right on the individual for selection or short listing for the purpose of interview.
- iii) The candidates working with Govt. Departments, Statutory Corporations, Public Sector Enterprises should apply strictly through proper channel and enclose a 'No Objection Certificate' while sending the Application. The 'No Objection Certificate' may also be produced during the interview, if not enclosed with the Application. Candidates unable to produce 'No Objection Certificate' at the time of interview will not be allowed to appear in the interview.
- iv) Submission of wrong / incorrect/ false information about age, qualification and experience will call for summarily rejection of the application.
- v) Canvassing in any form will be treated as a disqualification.
- vi) The Company will have no responsibility in regard to postal delay and no request will be entertained for change in the date of interview. Application received after the due date will be rejected.
- vii) Selection of candidates will be through interview/any other pedagogy.
- viii) Experience, age relaxation and higher salary may be considered for deserving candidates.
- ix) The company reserves the right to reject all or any of the applications received without assigning any reason thereof.
- x) The Company reserves the right to relax (enhance) the maximum age limit for outstanding candidates depending on the need.
- xi) No TA /DA will be paid for attending the interview.
- xii) Interested candidates may apply to **The Chief Executive, M/s. WEBFIL Limited, "Yule House", 8, Dr. Rajendra Prasad Sarani, Kolkata-700001** furnishing the details in a sealed envelope. Kindly mention the post applied for on the envelope. The last date of receipt of application is March 02, 2021.