



Job Description

Name of the Company	Tatva Chintan Pharma Chem limited
Position	Executive/Sr.Executive/AM - Liasioning
Role Purpose	To facilitates communication between two organizations by communicating with other companies on behalf of their organization and with employees on behalf of the management
Role Reports to	Commercial Head
Location	Dahej
Qualification	Any Graduation
Years of experience	4-10 Years

Focused Area

1. To maintain all statutory and legal compliance, and responsible for renew the same.
2. To liaising with all government authorities, Like GPCB, Area Development Authority, GIDC, GEB, GWSSB, Police, Gram-Panchayat, Nagar palika, SEZ, Factory/PF/ESIC/Labor Inspector, DGFT, Service Tax, Custom, etc.
3. To build up relationship with the local stock holders and village
4. To handle daily business issues, manage company associations, and recognize business opportunities.
5. To communicate constantly negotiating with clients or business associates.
6. To continuously working to strategically expand, preserve or improve the company' s procedures, standards or policies while sticking to business edicts and regulatory guidelines.
7. To resolving contractual and commercial problems.
8. To discovering areas that are not in keeping with regulation practices.
9. To offering direction and instruction.
10. To reviewing, scrutinizing, and developing operational process flows
11. To ensuring that the financial aspects and impact of a contract are clear to all parties.

Knowledge, Skill & Attributes

- Outstanding interpersonal and communication abilities.
- Strong multitasking and organizing skills.
- Ability to resolve conflicts and address problems.
- The capacity to operate both individually and jointly.
- Precision and meticulousness in the administration of information.
- Ability to adjust and be flexible in the face of shifting conditions or priorities.
- Understanding pertinent fields or sectors is frequently advantageous.

Our website

<https://www.tatvachintan.com/>

On LinkedIn

<https://www.linkedin.com/company/tatva-chintan-pharma-chem-ltd/mycompany/?viewAsMember=true>

On YouTube

<https://www.youtube.com/watch?v=8pzBWPw6e-U&t=2s>