

# We're Hiring

## Manager Admin & HR

(Medical Devices and In-Vitro Diagnostic Devices)



Blockchain  
for Impact



iit delhi

### JOB DESCRIPTION

The Head (Admin & HR) is responsible for overseeing all administrative and human resource functions to ensure efficient operations, organizational compliance. The role involves planning, policy implementation, employee engagement, talent acquisition and facility management.

### QUALIFICATIONS & KEY SKILLS

- Bachelor's or Master's Degree in Human Resources, Business Administration, or a related field.
- 5+ years of experience in HR and Administration.
- Understanding of HR policies, performance management and compliance regulations.
- Manage administrative functions including facilities, security, documentation and office operations.
- Coordination with different teams to ensure smooth operations.

### WHAT ARE WE LOOKING FOR

- Immediate joining (preferable).
- Documentation and compliance as per relevant ISO standards.
- Analytical & critical thinking ability.



#### **JOB TYPE AND LOCATION**

*Full time onsite at mPragati, IIT Delhi*



**Remuneration is based on experience and at par with Industry Standards.**

**APPLY NOW**



Send your resume and Statement of Purpose to  
**admin@mpragati.in**



[www.mpragati.in](http://www.mpragati.in)