

**WE'RE HIRING****MANAGER -ADMIN & HUMAN RESOURCE  
(Medical Devices and In-Vitro Diagnostic Devices)****ROLE SUMMARY**

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.

**KEY SKILLS**

- Education : Bachelor's or Master's Degree in Human Resources, Business Administration, or a related field.
- Experience: 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.



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



**www.mpragati.in**