

## **OFFICER OPERATIONS(RETAIL BUSINESS DIVISION)**

**Reference Code** : HLL/HR/028/2023

**Job Title** : OFFICER OPERATIONS(Retail Business Division)

**Start Date** : 08.11.2023

**End Date** : 22.11.2023

### **Company**

HLL Lifecare Limited (HLL), India's leading manufacturers and marketers of contraceptive, Health Care and Pharma products is a Mini Ratna Central Public Sector Enterprise under the Ministry of Health and Family Welfare. HLL is a global leader in the area of contraceptives, hospital products and healthcare services. With 8 manufacturing units, 3 subsidiary / joint venture companies, 21 regional offices. HLL exports products to over 85 countries. Besides this, HLL is engaged in providing healthcare and diagnostic services, consultancy and contract services for healthcare infrastructure projects and consultancy services for procurement of medical equipment and devices in healthcare sector. Thus, HLL is positioned as a total healthcare solution provider catering to the well-being of the society at large.

### **Department**

Retail Business Division

### **Tasks**

- a) Timely bill submission
- b) Collection of receivables and follow up.
- c) Liasing with the authorities of the Hospitals regarding outstanding collection.
- d) Monitor expenses and implement cost effective alternatives.
- e) Implement effective policies for all operational and accounting procedures.
- f) Stock Monitoring
- g) Cash Monitoring
- h) Timely deposition of cash to the bank.

### **Requirements**

**Maximum Age:** 30 years as on 01.11.2023.

**Basic pay range** (For Fixed Term Contract engagement): Rs.12,000/- to 29,500/-

**Gross Salary:**Rs.22,296.00/- (in the minimum of the range)

### **Qualification:**

Essential: B Com or M Com

### **Post Qualification Experience:**

Essential: B Com with minimum 3 years post qualification experience in Retail Pharmacy operations or M Com with 1 year experience in retail pharmacy operations.

**No. of Positions** : 1  
**Posting Location** :Thiruvananthapuram  
**Contract Type** : Non - Executive on Contract  
**Employment Fraction** : Full-time

**General Conditions:**

- Applications not in the prescribed format **will not be considered** for selection process and no further communication will be sent separately.
- Application Format can be downloaded from the website.
- Job title and Reference code should be clearly mentioned in the Application form
- SC/ST/OBC/PwD candidates will be eligible for relaxation as per Government of India directives.
- The crucial date for determining the age limit shall be same as the cut of date for calculating Qualification & Post Qualification Experience of the candidates.
- Canvassing in any form will be a disqualification.

***For applying for the post, candidates can send the following details to [recruiter@lifecarehl.com](mailto:recruiter@lifecarehl.com)***

***\*\* (Application in the prescribed format, CV, Copies of All Education & Experience certificates, Salary Slip etc.)***