

# NATIONAL HIGHWAYS INFRA TRUST

National Highways Infra Trust (NHIT) on behalf of its SPVs is looking to hire professionals ideally from Roads sector for the following positions to be based at project sites and office locations across India.

Sr. No.	Position	No. of Posts	Location	Eligibility
1	Company Secretary	01	Delhi	Member of Institute of Company Secretary (ICSI) with 7-12 years of post-qualification experience in handling all secretarial matters including holding of board meetings, shareholders' meeting, drafting of resolutions, notices, agendas/minutes of meetings, SEBI Compliances for listed entities, maintaining statutory registers and records, etc. Candidate with experience of working in listed companies and a degree in Law shall be preferred.
2	Senior Manager - Learning & Development	01	Mumbai	MBA (HR) / MSW or equivalent qualification in Human Resources with minimum 8 year of experience in Learning & Development and implementation of other Organization Development interventions.
3	Sr. Executive/ Deputy Manager – Payroll Administration	01	Mumbai/ Delhi	MBA or equivalent in Human Resources with 7-12 years of experience in Payroll Administration, Processing Payroll, Maintaining Payroll record, Tax Compliance, Leave Management, preparation of MIS, support in internal and Statutory audits, etc.
4	Executive / Senior Executive – Human Resources (Recruitment) (on Fixed Term Contract)	01	Mumbai/ Delhi	MBA or equivalent in Human Resources with 4-5 years of experience, sourcing candidates using online channels, updates job ads, scheduling interviews, conducts background checks, issuing offer letters etc. The position is on a contract for one year initially.
5	Deputy General Manager – Finance & Accounts	01	Mumbai	CA/CMA with minimum 10 years of experience into review of consolidated accounts, financial statements as per INDAS requirement, compliances, audits, accounts payables, SEBI regulations etc.
6	Coordinator	02	Delhi	Graduate with 3 years of experience in managing the manager's calendar, travel, general works of the department and providing support to leaders on day-to-day operational matters, etc.

Candidates are advised to upload their details at the link – <https://forms.office.com/r/0KmjVi0Swe>  
Candidates may upload their details on Microsoft forms by scanning the QR code from mobile & tab.

Candidates are also advised to send their updated resume in to [career@nhit.co.in](mailto:career@nhit.co.in) with a subject line "Application for "Name of Position"". Applications without appropriate subject line shall not be accepted.

The last date for submission of application is April 17, 2024.

**Equal Employment Opportunity:**

NHIT is an Equal Opportunity Employer and doesn't discriminate in employment based on race, religion, gender status in our employment and hiring practices. We encourage qualified candidates from all backgrounds to apply for open positions within our company.

**QR Code**

National Highways Infra Trust  
Advt. April 03, 2024

