



**HIMALAYAN DISTILLERY LTD.
VACANCY ANNOUNCEMENT**

1. Chief Business Development (Requirement: 1)

Job Role Summary:

The Chief Business Development will lead the company's growth strategy by driving new business opportunities, forming strategic partnerships, and expanding market presence. This role requires a visionary leader capable of developing long-term goals, managing business development teams, and ensuring sustained revenue growth.

Job Responsibilities:

1. Develop and implement growth strategies focused on revenue, market expansion, and partnerships.
2. Identify new markets, potential clients, and emerging industry trends to capitalize on opportunities.
3. Establish and nurture high-level relationships with stakeholders, industry influencers, and key clients.
4. Collaborate with cross-functional teams to ensure alignment with overall business objectives.
5. Lead business development team, setting performance targets and driving successful execution.

Required Competencies:

- Strong leadership and team management skills.
- Strategic thinking with a strong understanding of market dynamics and trends.
- Excellent negotiation and networking abilities.
- Data-driven decision-making skills.
- Outstanding communication

Minimum Educational Level and Experience:

Master's degree in Business Administration (MBA) or related field with 10-12 years of experience in business development or similar field, with at least 5 years in a leadership position.



**HIMALAYAN DISTILLERY LTD.
VACANCY ANNOUNCEMENT**

2. Chief Internal Audit (Requirement: 1)

Job Role Summary:

The Chief Internal Audit will oversee the entire internal audit function of the organization, ensuring that the company's operations, controls, risk management, and governance processes are compliant with regulations and aligned with best practices. This role involves developing long-term audit strategies, advising senior management on risk mitigation, and ensuring the effectiveness of internal controls across all departments.

Job Responsibilities:

1. Develop and implement a comprehensive internal audit strategy that aligns with the organization's objectives and risk profile.
2. Lead the internal audit team in performing audits across financial, operational, and compliance areas.
3. Evaluate the adequacy and effectiveness of internal controls, identifying potential risks and recommending solutions.
4. Report audit findings and strategic recommendations to the Board of Directors, Audit Committee, and Senior management.
5. Act as a trusted advisor to senior management by providing insights on risk management, compliance, and operational efficiency.

Required Competencies:

- Outstanding leadership and strategic management skills.
- Comprehensive knowledge of audit principles, risk management, corporate governance, and regulatory frameworks.
- Strong ethical judgment and decision-making abilities.
- Excellent analytical, communication, and presentation skills.

Minimum Educational Level and Experience:

Master's degree in Accounting, Finance, Business Administration, or related field with 10-12 years of experience in finance or internal audit.



**HIMALAYAN DISTILLERY LTD.
VACANCY ANNOUNCEMENT**

3. Senior Technical Manager (Requirement:1)

Job Role Summary:

The Senior Technical Manager will lead the technical and distillation operations, ensuring efficient production, high product quality, and adherence to industry standards. This role shall lead a team in the design, development, and implementation of complex projects and systems. This role involves managing technical operations, ensuring the efficient use of resources, and overseeing the implementation of innovative solutions that align with the company's objectives. The Senior Technical Manager will act as a technical advisor, ensuring high standards of quality and performance across all technical initiatives.

Job Responsibilities:

1. Lead the planning, execution, and delivery of technical projects, ensuring alignment with business goals.
2. Lead the planning, execution, and continuous improvement of the distillation process, ensuring that production targets and quality standards are consistently achieved.
3. Manage and mentor technical teams, ensuring continuous development and performance improvements.
4. Collaborate with cross-functional teams to drive innovation and ensure the successful integration of new technologies.
5. Oversee system architecture, design, and implementation to meet project specifications and quality standards.
6. Ensure compliance with industry standards, regulations, and best practices in all technical operations.

Required Competencies:

- Strong leadership and team management skills with the ability to mentor and motivate staff.
- In-depth knowledge of system architecture and technical infrastructure.
- Strong problem-solving and analytical skills with the ability to troubleshoot complex technical issues.
- Excellent communication and collaboration skills, particularly in cross-functional team settings.
- Strategic thinking and the ability to drive innovation within technical teams.

Minimum Educational Level and Experience:

Bachelor's degree in Food Technology, Chemical Engineering, Mechanical Engineering, or any related technical field with minimum 10 years of experience in a technical role.



**HIMALAYAN DISTILLERY LTD.
VACANCY ANNOUNCEMENT**

4. Business Development Manager (Requirement: 1)

Job Role Summary:

The Business Development Manager will be responsible for identifying and pursuing new business opportunities, managing client relationships. The role requires a proactive and results-driven individual capable of managing business development initiatives.

Job Responsibilities:

1. Identify, develop, and manage business opportunities to expand the company's client base.
2. Build and maintain strong relationships with stakeholders through regular communication and follow-ups.
3. Conduct market research to understand client needs and identify industry trends.
4. Prepare and present proposals, negotiate contracts, and close deals.
5. Collaborate with marketing, sales, and product development teams to align business strategies.

Required Competencies:

- Strong business acumen and market knowledge.
- Excellent communication, negotiation, and networking skills.
- Ability to handle multiple projects and prioritize effectively.
- Analytical thinking and problem-solving capabilities.

Minimum Educational Level and Experience:

Bachelor's degree in Business Administration, or other related field with 8 years of experience in business development or similar area. MBA is preferred.



**HIMALAYAN DISTILLERY LTD.
VACANCY ANNOUNCEMENT**

5. Manager, Operations (Requirement: 1)

Job Role Summary:

The Manager, Operations will oversee the planning, execution, and completion of various projects within the organization. This role involves managing resources, ensuring projects are delivered on time and within budget, and maintaining high standards of performance. The Manager, Operations will lead the operations team, coordinate with stakeholders, and align project goals with the company's strategic objectives.

Job Responsibilities:

1. Plan, manage, and monitor the execution of projects from initiation to completion, ensuring timely delivery.
2. Allocate resources efficiently to meet project requirements and manage budget constraints.
3. Lead cross-functional teams to ensure effective collaboration and high project performance.
4. Track project progress, address issues, and implement corrective actions to keep projects on track.
5. Ensure compliance with company policies, industry standards, and regulatory requirements.

Required Competencies:

- Strong project management skills.
- Excellent problem-solving and decision-making abilities.
- Ability to manage multiple projects and priorities simultaneously.
- Strong understanding of operational processes and project lifecycle management.
- Excellent communication and stakeholder management skills.

Minimum Educational Level and Experience:

Bachelor's degree in Business Administration, or other related field with 8 years of experience in operations management, project management or financial management



**HIMALAYAN DISTILLERY LTD.
VACANCY ANNOUNCEMENT**

6. Brand Manager (Requirement: 1)

Job Role Summary:

The Brand Manager will be responsible for developing, implementing, and managing the company's brand strategy to ensure consistent, effective communication and positioning of the product in the market. This role involves working closely with sales, and product development teams to build brand equity, enhance market share, and drive consumer engagement. The Brand Manager will also analyse market trends, monitor competitor activities, and create impactful campaigns that align with the company's vision and objectives.

Job Responsibilities:

1. Develop and implement brand strategies that enhance brand awareness, market share, and consumer loyalty.
2. Lead the creation and execution of marketing campaigns across various channels, ensuring alignment with the brand's identity and positioning.
3. Collaborate with cross-functional teams, including product development, sales, and marketing, to ensure brand consistency and drive growth initiatives.
4. Conduct market research and competitive analysis to identify market trends, opportunities, and potential risks.
5. Manage the brand's budget, ensuring effective allocation of resources for maximum return on investment (ROI) in marketing activities.

Required Competencies:

- Strong understanding of brand management principles and marketing strategies.
- Excellent communication, presentation, and project management skills.
- Creative thinking with the ability to translate brand strategy into compelling campaigns.
- Analytical mindset with experience in data-driven decision-making and performance analysis.
- Ability to collaborate across departments and manage multiple projects simultaneously.

Minimum Educational Level and Experience:

Bachelor's Degree in Marketing, Business Administration, or a related field with 8 years of experience in similar area.



**HIMALAYAN DISTILLERY LTD.
VACANCY ANNOUNCEMENT**

7. Deputy Manager, Finance (Requirement: 1)

Job Role Summary:

The Deputy Manager, Finance will support the Finance team in overseeing the financial operations of the company, ensuring the accurate reporting of financial data, compliance with financial regulations, and effective management of the company's resources. This role involves handling day-to-day financial activities, budgeting, financial analysis, and assisting with strategic financial planning. The Deputy Manager, Finance will also provide leadership to the finance team and act as a key advisor on financial matters.

Job Responsibilities:

1. Manage the company's financial operations, including budgeting, forecasting, and financial reporting.
2. Ensure the accuracy of financial statements in compliance with regulatory requirements and accounting standards.
3. Conduct financial analysis to support decision-making, identify cost-saving opportunities, and provide recommendations for financial improvements.
4. Support in preparing reports for senior management, shareholders, and regulatory authorities.

Required Competencies:

- Strong knowledge of financial management, accounting principles, and regulatory requirements.
- Analytical and problem-solving skills, with the ability to conduct financial analysis and interpret financial data.
- Proficiency in financial software and tools for budgeting, forecasting, and reporting.
- Excellent time-management skills

Minimum Educational Level and Experience:

Bachelor's degree in Finance, Accounting, or a related field with minimum 7 years of experience. Professional certifications such as ACCA, CA, or CPA are preferred.



**HIMALAYAN DISTILLERY LTD.
VACANCY ANNOUNCEMENT**

8. Deputy Manager, Procurement (Requirement: 1)

Job Role Summary:

The Deputy Manager, Procurement will be responsible for overseeing the procurement process, managing supplier relationships, and ensuring the timely acquisition of goods and services that meet the company's requirements. This role involves developing and implementing procurement strategies, negotiating contracts, and leading a team to optimize procurement operations while minimizing costs and maximizing value.

Job Responsibilities:

1. Develop and implement procurement strategies that align with the company's objectives and optimize purchasing efficiency.
2. Manage the end-to-end procurement process, including sourcing, negotiation, contract management, and supplier evaluation.
3. Build and maintain strong relationships with suppliers to ensure quality, reliability, and cost-effectiveness of products and services.
4. Monitor market trends, pricing, and supplier performance to identify opportunities for cost savings and improved procurement practices.
5. Lead and mentor the procurement team, ensuring compliance with policies and procedures and fostering a culture of continuous improvement.

Required Competencies:

- Strong knowledge of procurement principles, practices, and supply chain management.
- Excellent negotiation and contract management skills.
- Strong analytical and decision-making abilities, with a focus on cost optimization.
- Proficiency in procurement software and tools, with strong Microsoft Excel skills.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively across departments.

Minimum Educational Level and Experience:

Bachelor's degree in Business Administration or any related field or professional certifications with minimum 7 years of experience in procurement or supply chain management.



**HIMALAYAN DISTILLERY LTD.
VACANCY ANNOUNCEMENT**

9. Assistant Manager, IT (Requirement: 1)

Job Role Summary:

The Assistant Manager, IT will oversee the organization's IT operations and infrastructure. This role involves managing IT projects, ensuring system reliability and security, and providing technical support to staff. The Assistant Manager will also play a key role in implementing technology solutions that enhance organizational efficiency and effectiveness.

Job Responsibilities:

1. Management of the IT department, including supervising IT staff and coordinating IT projects.
2. Ensure the reliability and security of the organization's IT infrastructure, including servers, networks, and applications.
3. Provide technical support and troubleshooting assistance to staff, addressing hardware and software issues as needed.
4. Collaborate with cross-functional teams to implement technology solutions that meet business needs and improve operational efficiency.
5. Monitor IT systems performance and conduct regular audits to identify areas for improvement and ensure compliance with policies and regulations.

Required Competencies:

- Strong knowledge of IT infrastructure, systems administration, and network management.
- Excellent problem-solving and analytical skills, with the ability to troubleshoot technical issues effectively.
- Strong project management skills, with the ability to manage multiple projects simultaneously.
- Ability to work collaboratively with various teams.
- Familiarity with cybersecurity best practices and IT compliance standards.

Minimum Educational Level and Experience:

Bachelor's degree in Information Technology, Computer Science or a related field with 5-7 years of experience in IT support. Relevant certifications are a plus point.



**HIMALAYAN DISTILLERY LTD.
VACANCY ANNOUNCEMENT**

10. Assistant Manager, Security (Requirement: 1)

Job Role Summary:

The Assistant Manager, Security will oversee the organization's security operations, ensuring a safe and secure environment for employees, assets, and information. This role involves implementing security protocols, managing security personnel, conducting risk assessments, and responding to security incidents.

Job Responsibilities:

1. Assist in developing and implementing security policies, procedures, and protocols to safeguard the organization's assets and personnel.
2. Supervise and manage security staff, ensuring proper training, scheduling, and performance evaluations.
3. Conduct regular security assessments and audits to identify vulnerabilities and recommend corrective actions.
4. Respond to security incidents and emergencies, conducting investigations and reporting findings to the Security Manager.
5. Collaborate with cross-functional teams to promote security awareness and ensure compliance with security policies throughout the organization.

Required Competencies:

- Strong understanding of security management practices.
- Ability to assess risks and implement effective security measures.
- Ability to manage, motivate and develop security personnel.
- Familiarity with local laws and regulations related to security and safety practices.

Minimum Educational Level and Experience:

Bachelor's degree with 5-7 years of experience in security management or law enforcement.



**HIMALAYAN DISTILLERY LTD.
VACANCY ANNOUNCEMENT**

11. Senior Officer, Administration (Requirement: 1)

Job Role Summary:

The Senior Officer, Administration will oversee administrative functions within the organization, ensuring efficient operation of day-to-day activities. This role involves managing office facilities, coordinating administrative processes, and providing administrative support to senior management and other staff. The Senior Officer will also implement policies and procedures to enhance organizational effectiveness and contribute to a positive workplace environment.

Job Responsibilities:

1. Oversee the daily administrative operations of the organization, ensuring efficient and effective processes are in place.
2. Manage office facilities to ensure a conducive working environment.
3. Coordinate and implement administrative policies and procedures to streamline operations and enhance productivity.
4. Monitor and maintain inventory of the organization's physical assets, ensuring optimal utilization.
5. Coordinate travel arrangements for employees, ensuring compliance with corporate travel policies and managing travel budgets effectively.

Required Competencies:

- Strong organizational and multitasking skills, with the ability to prioritize and manage multiple tasks effectively.
- Excellent communication and interpersonal skills, with the ability to collaborate with various teams and stakeholders.
- Proficient in Microsoft office software applications and administrative systems.
- Strong problem-solving skills and attention to detail.

Minimum Educational Level and Experience:

Bachelor's degree in Business Administration, Management, or a related field with 3-5 years of experience in administrative roles.



**HIMALAYAN DISTILLERY LTD.
VACANCY ANNOUNCEMENT**

12. Senior Officer, Internal Audit (Requirement: 2)

Job Summary

The Senior Officer, Internal Audit will play a crucial role in evaluating the effectiveness of the organization's internal controls, risk management processes, and governance frameworks. This position involves conducting comprehensive audits, identifying areas for improvement, and ensuring compliance with regulatory requirements. The Senior Officer will collaborate with various departments to enhance operational efficiency and strengthen the organization's overall internal audit function.

Job Responsibilities:

1. Conduct internal audits across various departments to assess the effectiveness of internal controls, risk management, and compliance with policies and regulations.
2. Prepare detailed audit reports, highlighting findings, recommendations, and action plans for management review.
3. Collaborate with department heads to discuss audit findings and facilitate the implementation of corrective actions.
4. Monitor and evaluate the effectiveness of risk management processes and internal controls, recommending improvements as necessary.

Required Competencies:

- Strong understanding of internal audit principles, risk management, and regulatory compliance.
- Excellent analytical and problem-solving skills, with the ability to interpret data and assess operational efficiency.
- Detail-oriented with strong organizational skills to manage multiple audit projects simultaneously.

Minimum Educational Level and Experience:

Bachelor's degree in Accounting, Finance, Business Administration, or a related field with 3-5 years of experience in internal audit, risk management, or compliance roles. Professional certifications are preferred.



**HIMALAYAN DISTILLERY LTD.
VACANCY ANNOUNCEMENT**

13. Operations Officer (Requirement: 1)

Job Role Summary:

The Operations Officer will support the project management team in coordinating and executing various operational tasks related to projects. This role involves assisting with resource planning, maintaining project documentation, and ensuring smooth day-to-day project activities. The Officer will work closely with the Operations Manager and team members to achieve project goals.

Job Responsibilities:

1. Assist in the planning, scheduling, and coordination of project activities.
2. Maintain accurate project documentation and track progress against timelines.
3. Liaise with internal and external stakeholders to ensure timely information flow.
4. Monitor project budgets and expenditures, reporting discrepancies when necessary.
5. Provide administrative support to the project management team, including preparing reports and presentations.

Required Competencies:

- Strong organizational and time-management skills.
- Attention to detail and ability to manage multiple tasks efficiently.
- Good communication skills and ability to work within a team.
- Basic problem-solving skills.

Minimum Educational Level and Experience:

Bachelor's degree in Business Administration or relevant field with 1-3 years of experience



**HIMALAYAN DISTILLERY LTD.
VACANCY ANNOUNCEMENT**

14. Business Development Officer (Requirement: 1)

Job Role Summary:

The Business Development Officer will support the company's growth efforts by identifying new business leads, conducting market research, and assisting with client acquisition. This role is ideal for individuals eager to learn, contribute to strategic initiatives, and develop their career in business development.

Job Responsibilities:

1. Research and identify potential clients and business opportunities.
2. Assist in preparing proposals and presentations.
3. Conduct outreach to prospects through emails, calls, and networking.
4. Collaborate with senior business development staff on projects and initiatives.
5. Track and report on market trends and competitor activities.

Required Competencies:

- Good communication and interpersonal skills.
- Ability to conduct detailed market research.
- Basic knowledge of business strategies.
- Ability to work independently and as part of a team.

Minimum Educational Level and Experience:

Bachelor's degree in Business Administration or relevant qualification with 1-3 years of experience in business development or a related field.



**HIMALAYAN DISTILLERY LTD.
VACANCY ANNOUNCEMENT**

15. Civil Construction Officer (Requirement: 1)

Job Role Summary:

The Civil Construction Officer will be responsible for overseeing and managing construction projects, ensuring that they are completed on time, within budget, and in compliance with safety and quality standards. This role involves collaborating with engineers, architects, and contractors, conducting site inspections, and coordinating various activities throughout the construction process.

Job Responsibilities:

1. Manage and supervise construction activities on-site, ensuring compliance with project specifications, schedules, and safety regulations.
2. Conduct regular site inspections to monitor progress, identify issues, and implement corrective actions as needed.
3. Collaborate with project managers, engineers, and contractors to ensure effective communication and coordination throughout the construction process.
4. Review and interpret construction drawings and specifications, ensuring that all work is executed according to the approved plans.
5. Maintain accurate project documentation, including daily reports, progress updates, and safety records, and report to management on project status.

Required Competencies:

- Strong knowledge of civil engineering principles, construction practices, and safety regulations.
- Excellent project management skills, with the ability to manage multiple projects simultaneously and meet deadlines.
- Strong analytical and problem-solving abilities, with attention to detail in all aspects of construction work.
- Effective communication and interpersonal skills, with the ability to collaborate with diverse teams and stakeholders.

Minimum Educational Level and Experience:

Diploma in Civil Engineering, Construction Management, or a related field with minimum 1-3 years of experience in civil construction or project management. Relevant certifications are plus point.



**HIMALAYAN DISTILLERY LTD.
VACANCY ANNOUNCEMENT**

16. Senior Assistant, Internal Audit (Requirement: 1)

Job Role Summary:

The Senior Assistant, Internal Audit, will assist in planning and executing internal audit procedures to evaluate the effectiveness of the company's internal controls, risk management, and compliance with policies and regulations. The role involves supporting the audit team in identifying areas of improvement, preparing audit reports, and ensuring that corrective actions are implemented. The Senior Assistant will work closely with departments to enhance operational efficiency and maintain compliance.

Job Responsibilities:

1. Assist in conducting internal audits across various business units to assess compliance, operational effectiveness, and risk management.
2. Gather and analyze financial and operational data to identify risks, inconsistencies, and areas for improvement.
3. Prepare and maintain detailed audit reports, including findings, recommendations, and follow-up actions.
4. Monitor and ensure compliance with internal policies, regulatory standards, and audit guidelines.
5. Collaborate with different departments to address audit findings, implement corrective actions, and promote continuous improvement.

Required Competencies:

- Strong knowledge of audit processes, risk management, and internal control systems.
- Excellent analytical and problem-solving skills with attention to detail.
- Ability to work under pressure, prioritize tasks, and meet deadlines.

Minimum Educational Level and Experience:

Bachelor's degree in Business Administration or relevant qualification with 1-3 years of experience in related field.



**HIMALAYAN DISTILLERY LTD.
VACANCY ANNOUNCEMENT**

17. Market Auditor (Requirement: 8)

Job Role Summary:

The Market Auditor will be responsible for conducting market visits, monitoring promotional activities, and analysing competitor actions to ensure compliance with the company's branding standards and strategies. This position involves gathering and reporting data on market conditions, product displays, and promotional effectiveness to support the organization's marketing efforts and enhance its competitive positioning.

Job Responsibilities:

6. Check the conditions of hoarding boards, highway boards, and shop boards, and report findings in relation to branding expenses.
7. Monitor the display of products on shelves and bar collaterals in specialized outlets to ensure compliance with branding standards.
8. Oversee spot promotions and restaurant promotions to ensure they are carried out according to the approved quarterly plan.
9. Evaluate branding for events and special tours, ensuring they adhere to the approved plans.
10. Monitor competitor activities in the market, providing detailed reports on findings to the supervisor.

Required Competencies:

- Strong communication and interpersonal skills
- Public relations and complaint handling skills
- Knowledge of various market areas
- Ability in location planning
- Understanding of audit techniques

Minimum Educational Level and Experience:

Diploma or Intermediate Level with 1-3 years of relevant experience.

We offer excellent opportunity for career growth and hands-on experience in a fast-paced environment. If you are interested in joining us to craft exceptional products and be part of a prestigious brand, please send us your updated resume to recruitment@himalayandistillery.com

Application Deadline: 13th October, 2024