



## **HIMALAYAN DISTILLERY LTD. VACANCY ANNOUNCEMENT**

### **1. Electrician (Requirement: 1)**

#### **Job Role Summary**

The Electrician shall be responsible for the installation, maintenance, troubleshooting, and repair of all electrical systems, equipment, and machinery within the facility. The incumbent shall ensure all electrical work complies with safety standards and regulatory codes, minimizing downtime and maintaining operational efficiency.

#### **Job Responsibilities**

- Install, inspect, and maintain electrical wiring, equipment, and fixtures.
- Diagnose and resolve electrical malfunctions and breakdowns efficiently.
- Perform routine preventative maintenance on electrical systems and components.
- Read and interpret blueprints, schematics, and electrical diagrams.
- Ensure adherence to all safety procedures and regulations for electrical work.

#### **Required Competencies**

- Strong knowledge of electrical systems and controls.
- Expertise in troubleshooting and diagnostic techniques.
- Attention to detail and commitment to safety protocols.
- Ability to work independently and as part of a team.
- Good manual dexterity.

#### **Minimum Educational Level and Experience**

Technical certificate/diploma in Electrical Engineering or a related field with at least 3-5 years of experience in an industrial or manufacturing environment.



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### **2. Operator (Requirement: 1)**

#### **Job Role Summary**

The Operator shall be responsible for the efficient and safe operation of assigned machinery and equipment in the production line. The incumbent shall monitor equipment performance, maintain operational records, and ensure the consistent quality of products according to specifications.

#### **Job Responsibilities**

- Operate and monitor production machinery and equipment according to standard operating procedures (SOPs).
- Perform pre-operation checks and routine maintenance to ensure the machines are in optimal working condition.
- Monitor process variables and make necessary adjustments to maintain product quality and operational efficiency.
- Record production data, equipment readings, and complete required documentation accurately.
- Report any machinery malfunctions, safety hazards, or quality deviations to the supervisor immediately.

#### **Required Competencies**

- A strong understanding of mechanical processes and machinery operation.
- Ability to follow detailed instructions and adhere to safety regulations.
- Physical ability to perform tasks involving standing, lifting, and repetitive movements.
- Problem-solving skills for identifying and resolving minor operational issues.
- Attention to detail and commitment to maintaining high-quality standards.

#### **Minimum Educational Level and Experience**

School Leaving Certificate (SLC) or equivalent with technical training and at least 1-2 years of experience in a manufacturing or production role.



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**3. Admin Assistant (Requirement: 1)**

**Job Role Summary**

The Admin Assistant shall be responsible for providing comprehensive administrative and clerical support to ensure the smooth and efficient operation of the office. The incumbent shall manage daily office activities, coordinate communications, and assist with documentation and record-keeping.

**Job Responsibilities**

- Manage office correspondence, including emails, calls, and internal communications.
- Organize and schedule meetings, appointments, and travel arrangements for staff.
- Maintain physical and electronic filing systems, records, and databases.
- Assist in preparing reports, presentations, and general office documents.
- Manage office supplies inventory and coordinate with vendors.

**Required Competencies**

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent organizational and time management skills.
- Outstanding written and verbal communication skills.
- Discretion and the ability to handle confidential information.
- Proactive and strong interpersonal skills with a team-oriented mindset.

**Minimum Educational Level and Experience**

Bachelor's degree in Business Administration or a related field with at least 2 years of experience in an administrative support role.

*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](mailto:recruitment@himalayandistillery.com)*

Application Deadline: 26<sup>th</sup> July, 2025