

WORK VAPOR

Job Link: <https://workvapor.in/jobs/personal-assistant-to-plant-head-cement-industry/>

HIRING ORGANIZATION

Confidential

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

India

VALID THROUGH

2026-09-27

PERSONAL ASSISTANT TO PLANT HEAD – CEMENT INDUSTRY

BASE SALARY

INR 500000 - INR 1000000

DESCRIPTION

Job Exchange (Cement Plant Hiring)

Work Mode: On-Site
Location: Cement Plant (India)
Experience Required: 5 to 10 years
Salary: ?5 to ?10 LPA

Contact (Direct): +91 7970790130

This is a senior level support role for plant head in cement industry. Work is related to managing daily office and plant coordination tasks. Person should be experienced and able to handle responsibility in professional way.

Job Overview

Work includes assisting plant head in daily operations, coordination with teams, and handling important communication. This role needs good experience in industrial or plant environment.

Key Responsibilities

- Support plant head in daily work activities
- Manage reports and coordination work
- Handle communication between departments
- Maintain records and schedules
- Assist in decision related tasks

Eligibility

Candidate should have 5 to 10 years experience in related field. Good communication and management skills are required. Experience in plant or industrial setup is preferred.

Work Details

This is full-time senior role in cement plant environment. Work requires responsibility and proper coordination with teams.

How To Apply

Interested candidates can send resume or contact directly on WhatsApp.

WhatsApp: +91 7970790130