



Join a high-performing group with a purpose:
to grow a safer, cleaner, healthier future
for everyone, every day.

We are hiring for **Executive - MIS & Data Analyst** in **Halma**

Location	Business Unit	Report to
Bengaluru	Halma Core	Manager –SCM Trading operation

About us

Halma is a global group of life-saving technologies companies, driven by a clear purpose. We are an FTSE 100 company with headquarters in the UK and operations in 23 countries, including regional hubs in India, China, Brazil, and the US

Our diverse group of nearly 50 global companies specialise in market leading technologies that push the boundaries of science and technology.

For over 50 years, the combination of our purpose, strategy, people, DNA and sustainable business model has resulted in **record long-term growth in revenues and profits and an increase in dividend by ≥ 5% every year**– an achievement unrivalled by any company listed on the London Stock Exchange.

Halma India fulfils the potential of the region by harnessing the diverse talents, expertise, infrastructure, and operational

We have a team of over 250 professionals representing commercial, digital and support functions across our seven offices in India, two in Bengaluru and one each in Delhi, Mumbai, Thanjavur, Vadodara, and Ahmedabad.

HALMA INDIA IS CERTIFIED AS A GREAT PLACE TO WORK.

Here's why working with us is fulfilling:

We offer a safe and respectful workplace, where everyone can be who they 'REALLY' are, feel free to bring their whole selves to work and use their unique talents, knowledge, expertise, experiences, & backgrounds to create meaningful outcomes.

We nurture entrepreneurial spirits and empower them to think beyond the possibilities, to discover, shape and build their own unique stories. Our diverse businesses and operations provide fulfilling opportunities to grow as individuals and make an impact.

We are simple, humble and approachable, and we believe in leadership at all levels to bring our purpose to life. Everyone at Halma India makes an impact, and so do you when you join us!

Halma India is an equal opportunity employer, which means the base of our recruitment decisions is always on skills, competencies, attitudes, and values. We are committed to hiring from diverse backgrounds without regard to age, ethnicity, religion, marital status, disability status, sex, gender identity, or sexual orientation.



Detailed job description

Position Objective (The purpose of role in current business/market scenario)

The person in this role will be responsible to maintain the MIS and operational records the of Halma trading operations pertaining to areas which comes under scope of SCM and will be responsible to maintain the data and information accurately in conformance to the operations workflow, and for the statutory operational requirements when rises.

Responsibilities (KRAs / deliverables / job expectations)

Warehouse:

- Ensuring MRP labelling activity as per operational plan and assigned shipment.
- Monthly reconciliation of inventory physical count and inventory records as per system.
- Assist in quarterly inventory physical count audit activity and warehouse.

Reporting & MIS:

- Daily Dispatch reports.
- Weekly Open Purchase Order & Open Sales Order reports.
- Freight Reports: Imports & Distribution, Freight Cost Analysis
- Monthly MIS: Revenue charts, Inventory closing figures, Region wise sales data, Inventory ageing analysis, warehouse operation cost analysis, TAT reports (imports & distribution).
- Monthly stakeholders MRM reports.
- Weekly warehouse rack space allocation reports.
- Transit Delays & GAP analysis.
- Clearance Reports & attracted custom duties against the shipments.

Trackers:

- Import operation tracker (Trade & Non-Trade) and TAT analysis.
- Maintaining Distribution Tracker.
- RMA tracker & DC Tracker
- Operations monitoring analysis.

Payments:

- Submission of Payment forms to finance and accounts.
- Sharing of UTR details with vendors.
- Collection of monthly annexures from vendor.



**Critical Success factors
(critical / high impact
aspects of role)**

- Organized and process oriented.
- Ability to pay attention to the details.
- Knowledge of Microsoft tools and reporting systems.
- Ability to translate data into use full business information by using MS-Excel tools and analytics.
- Ability to communicate effectively with internal & external stakeholders
- Detail-oriented and organized approach to documentation and revisions.

Academic qualification

- B.E/B. TECH/MCA/ MBA/ BBA/with good academic records

Experience (exposure)

- 2-3 years of relevant experience in handling MIS & Data analytics in a dynamic work environment

**Competencies
(fundamental skills and
attitudes)**

- Good verbal & written communication skills.
- Possess good and hands-on knowledge on MS Office, (MS excel in) & Dashboards.
- Well-organized, and extremely detail oriented.
- Focused on quality of work.
- Self-driven and result oriented.
- Adheres to ethical standards.