

Liaisoning Head

Responsibilities:

- Establish and maintain strong communication channels between the company and government ministries, departments, municipal bodies, and other regulatory agencies, Pollution Board, Electrical Dept & State Development Authority.
- Act as the primary point of contact for all liaison activities related to industrial projects, including permits, clearances, and statutory approvals.
- Facilitate meetings, negotiations, and consultations with government officials and external agencies to advocate for timely project approvals and compliance.
- Prepare, submit, and follow up on all necessary documentation, legal filings, and tender submissions required for project implementation.
- Monitor regulatory changes, government policies, and industry trends that impact project operations and advise internal teams accordingly.
- Coordinate internally across departments such as legal, compliance, project management, and development to align with regulatory mandates.
- Manage conflict resolution and address challenges arising from external compliance and operational hurdles.
- Maintain accurate records and reports of liaison activities and project progress
- Represent the organization in official forums, industry associations, and government meetings to promote organizational interests.
- Travel as required to liaise with government offices and attend stakeholder meetings.
- Maintain Compliance Record & Submit Monthly Report Manually Or through Software.
- Insurance Policy & Selection.
- Assist in setting up new facilities or expanding existing ones.

Qualification:

- **Bachelor's degree in business administration, Public Relations, Industrial Management, BA-LLB or related degree.**
- **15+ years of experience in liaison or related roles within industrial, infrastructure, or government sectors.**
- **Knowledge of Green field Project and their statutory & regulatory requirements (Medium & Large Scale)**
- **Understanding of laws of Jaipur and Haryana.**
- **Excellent communication, negotiation, and interpersonal skills.**
- **Ability to navigate complex regulatory environments and government processes efficiently.**
- **Strong organizational skills, attention to detail, and capability to manage multiple tasks under pressure.**
- **Proficiency in preparing reports, official correspondence, and legal documentation.**
- **Knowledge of relevant government regulations, policies, and compliance requirements.**
- **Willingness to travel and meet with government and industry stakeholders**

Skills:

- Proficient in Outlook, PowerPoint, MS Office, MS Project, and PLCs
- Strong planning, prioritization, communication, and presentation skills
- Ability to lead cross-functional teams and manage multiple projects
- Detail-oriented with a focus on compliance, documentation, and safety
- Continuous improvement mindset with strong analytical capabilities