

Job Description

Position: HR - MANAGER

Experience: Candidates having 12 to 20 Yrs. experience in Manufacturing Industry

Reporting To: Management

Roles and Responsibilities:

To manage all aspects of Human Resources of the assigned Region.

Key Responsibility Areas:

- Manpower Planning
- Recruitment
- Training & Development
- HR Policies, Process and Procedures Compensation & Benefits, Contract Labour Management
- HR Management system / Maintain smooth I.R situation at the shop floor & to maintain Healthy I.R. through proper and effective communication with workmen and Mgt
- Performance Management system
- HR Management Information system
- Statutory Compliance / ISO 2001:2008 (for Training & Development, EHS, HR Process etc.)
- Grievance handling and disciplinary proceedings
- People management Developing and implementing HR strategies and initiatives aligned with the overall business strategy
- Setting objectives for the HR function and tracking progress
- Bridging management and employee relations by addressing demands, grievances or other issues

Qualifications and Education Requirements: MBA/ MSW - HR Specialization