

Role Name	Officer HR		
Reporting to	Head - HR & IR		
Role Description	Time Office, Salary & Wages Administration, Statutory Compliance & Administration		
Role purpose	To monitor timely compliance w.r.t. to employees, timely disbursement of salary & wages, monitoring statutory compliance, welfare activities		
Document created by			
Responsibilities Heads	KRA (Key Result Areas)		KPI (Key Performance Indicators)
Safety	<ul style="list-style-type: none"> To make available adequate Medical aid, safety equipments in the plant at the Plant 		<ul style="list-style-type: none"> To monitor availability of requirement of First Aid Centre. To monitor availability of Fire & Safety equipments in the plant. To monitor effectiveness of security services in the plant.
Recruitment	<ul style="list-style-type: none"> Recruitment of GT, FTA's and Associates 		
Functioning of Time Office	<ul style="list-style-type: none"> To monitor compliance related to employees daily attendance and leaves 		<ul style="list-style-type: none"> Timely review of all records pertaining to time office
Payroll Processing	<ul style="list-style-type: none"> To handle Payroll processing 		<ul style="list-style-type: none"> Timely processing of Salary of all management and non management employees
Statutory Compliance	<ul style="list-style-type: none"> To monitor no legal obligation, penalty & dispute in statutory compliance and timely updating of necessary records pertaining to various laws. 		<ul style="list-style-type: none"> Monthly review of all records Timely compliance of any query from govt. office
Employee Relation	<ul style="list-style-type: none"> To reduce grievances of employees 		<ul style="list-style-type: none"> Timely provide other annual benefits to the employee To monitor grievance handling system
Contract Labour Management	<ul style="list-style-type: none"> To deal with contractors who supplies labour control on Contract labour manpower 		<ul style="list-style-type: none"> 100% compliance as per Contract Labour Act and statutory requirement
Administration & Welfare	<ul style="list-style-type: none"> To monitor Good level of 5S in the plant, smooth running of welfare activities 		<ul style="list-style-type: none"> To monitor effective housekeeping in the plant To monitor all committee meeting on time To monitor timely completion of all inquiries from the committee members
REQUIREMENTS			
Knowledge	Labour Laws	Experience (Number of years)	4-6 Yrs.
Skills	Communication Skills, Positive Attitude, Self Motivated, Team Working	Qualification	Specialization in Labour Laws
INTERACTION			
Internal	Customers	Other External parties/ Vendors	
All Employees	All Deptt.	Govt. Bodies, State Administration, Labour &	