



Role Name	Executive - HR	
Reporting to	Section Head- HR	
Role Description	Recruitment, Talent Management, Induction & Seprations	
Role purpose	To monitor timely recruitment, employees development, harmonius relationships among the organisation.	
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Responsibilities Heads	KRA (Key Result Areas)	KPI (Key Performance Indicators)
Recruitment	To monitor variance in manpower as per plan.	To monitor Plan Vs Actual of closure of all positions against the timelines
	To ensure timely closure of positions.	To track & monitor no of days delayed to provide manpower against required manpower
	Quality of Hires	Tracking of monthly appraisal sheets for scores and confirmations
Talent Management	To drive the Talent Management & Organizational Development process with Plant Head.	
	To facilitate the Succession / Career Planning process and create a talent pipeline.	
	Ensure tracking of Individual Development Plan and mentoring process.	
Manpower Budgeting	To plan human resource requirements in consultation with different functional heads so that it can be considered in Annual Budget.	To ensure timelines for closure of Annual Budgeting exercise
Routine HR Operations	To process various transfers & relocations,	Sharing timely inputs to HO for salary and benefits administration
	To resolve employee queries across locations related to various HR polcies & procedures	Timely closure and response to employee queries
	To issue various letters like salary certificates, address proofs etc from time to time to ensure employee satisfaction	Timely closure and response to employee queries
Employee Motivation & Involvement	To monitor involvement of employees in: Communication Meeting Sports Activities	%age of employees involved No of kaizens received
Seperations	To coordinate & conduct the exit interviews	To get all exit interviews done online on the HR One (attendance & payroll portal)
	To complete all Exit formalities at HO & process the full & final settlements of seperated employees	Monthly reconciliation of full & final settlement of seperated employees
	To ensure that all dues are clear	Timely closure of all dues