

		Job Description	
Role Name		Manager-HR	
Role Description		Talent Acquisition, Management & Retention, Payroll Management, Compensation & Benefits, Statutory Compliances, Performance Management, Training/ Learning & Development, Cost Control, HR Policies & Procedures, Employee Relations, Operations, HR Automation	
Role purpose		For Smooth Functioning HR & Admin activities in the plant.	
Responsibilities Heads		KRA (Key Result Areas)	KPI (Key Performance Indicators)
Talent Acquisition and Retention	- Assess and ascertain manpower requirements for the business ensuring adequate staff backup to avoid crisis situations and working with hiring team to ensure backfill hiring is completed within agreed timelines - Managing talent and succession planning - Attrition Analysis		1. Leading team of recruiters for hiring of manpower as per requirement and within time 2. Ensure compliance to complete recruitment cycle 3. Attrition Analysis
Time Office & Payroll Management	To handle payroll processing and other allied activities		1. Managing Time Office in terms of Leave, OD and short leaves 2. Leave & Attendance Management 3. Framing Compensation Structure as per prevailing and revised Compliances related to Payroll 4. Salary Processing of On Roll, Third Party, NEEM and Contractual Employees 5. TDS Submission 6. Handling queries related to salary of employees 7. Initiating disciplinary action for habitual absenteeism
Legal Compliance & Liaisoning with Govt. Agencies	To ensure compliance & keep all statutory record maintained as per the legal requirements.		1. Handling statutory compliances under different labour & Industrial Acts like PF, ESI, Minimum Wages, Labour Welfare Fund, Work Welfare Fund, etc. 2. Timely submission of Returns 3. Timely renewal of licenses 4. Timely Compliance to the visit of Govt. officials 5. Ensure compliance of contractor or supplier
Performance Management System	- Performance Management System- Goal Setting, performance review & feedback, increment cycle - Plan, manage and provide continuous improvements and be actively involved in leadership business reviews, and engage with stakeholders on understanding business objectives both at a strategic and at operational level. This includes involvement in both annual, mid-year processes and quarterly basis which focus on performance management and talent development - Proactive inputs to HR verticals on benchmarking requirements seeking internal as well as external market "best practice" opportunities that will enhance engagement		1. Prepare PMS Calendar 2. Adhere the timeline of PMS calendar 3. Organising Appraisal Discussion of different department head with employees 4. Compiling the final input after approval from Management 5. Prepare letters and dispatch to employees
Training/ Learning & Development	To provide training to employees for filling up the gap of knowledge & skill between required for position and actual of the employee in the budgeted cost.		1. Identifying the training needs based upon Competency Mapping, Succession Planning and inputs from PMS. 2. Training Calendar 3. Training planned vs actual 4. Training effectiveness for number of employee who attended the trainings 5. Induction training for all new joiners 6. Variance in cost of training (Budget v/s Actual) 7. Create Pool of Internal/ external trainers
MIS Reporting	To provide HR & Admin department's reports for Management Committee Meetings on time		1. Prepare monthly report for internal MCM 2. Prepare Manpower Budget 3. Prepare Recruitment, Training and Communication Budget 4. Prepare MTP 5. Budget Vs Actual
Communication	To share the informations with employees		1. Issuances of notices as & when required 2. Timely communication at all level 3. Meeting with all HODs
Administration	To ensure smooth operation of Administration / welfare activities		1. Security Management 2. Housekeeping management at Office 3. Hotel & Taxi arrangement as per requirement of visitors 4. Cost saving initiatives 5. Vendor Management
Documentation	To maintain Training record and attendance related documents of all employees (staff) and records related to HR Policies including medical bills, Income proof submission, etc.		1. Employee / member personal files 2. Leave record 3. Outdoor duty/ Short leave/ etc. 4. Training record as per ISO/TS standards. 5. Other records/ registers of HR & Admin
Employee Relations	To handle employee grievances, disciplinary proceedings and employee engagement activities		1. Monitor and advise on disciplinary and grievance matters in accordance with policies and procedures 2. Measure employee satisfaction and identify areas that require improvement 3. Create robust communication forums and facilitate interactions between the employees and management on a regular basis
Others	To provide support to employees for medical treatment under mediclaim policy and ESI Policy.		1. Keep details of employee medical cards under medi-claim policy. 2. Provide timely data related to medical of employees to vendor 3. Organise medical check ups
	Internal & External Audits		1. Documentation as per system requirement 2. Auditee for external audits 3. Taking countermeasure for observations / NCs 4. Compliance to system requirement
	HR Automation		1. Work closely with ERP team to enhance the automation of HR processes 2. Act as spoke for all amendments, modifications and additions In HR Automation process
REQUIREMENTS			
Knowledge	Good Industrial Relations Education & Training Good communication skill Good HR Practices Employee Welfare Labour Laws Computer Knowledge	Experience (Number of years)	7-9 Years
Skills	Communication & Presentation skill, Labour Laws, Negotiation Skill, Employee Engagement, etc.	Qualification	MBA/ PGDHRM / PGDBM in Human Resource Mgt.
INTERACTION			
Internal	Customers	Other External parties/Vendors	
All Employees	All employees All concerned Govt. Authorities	Customers Vendors Auditors	