

		Job Description	
<b>Role Name</b>		<b>Manager-HR &amp; Admin.</b>	
<b>Role Description</b>		Responsible for Contract Labour Management, Time Office, Education & Training, PMS, Training & Development, Employee Motivation, Total Employee Involvement, Security Management, Housekeeping Management, Employee Insurance, Grievance Handling, Plant Safety Management, Manpower & Overhead Budget, Vehicle Management, Statutory Compliances & Liasoning with Government Agencies.	
<b>Role purpose</b>		<b>For Smooth Functioning HR &amp; Admin activities in the plant.</b>	
<b>Responsibilities Heads</b>		<b>KRA (Key Result Areas)</b>	<b>KPI (Key Performance Indicators)</b>
<b>Employment</b>	To recruit and relieve the manpower (Staff / NEEM & Contract) on time as per company's plan and maintain as per budget.		<ol style="list-style-type: none"> <li>1. Total number of NEEM / Contract manpower provided as per need basis.</li> <li>2. Manpower budget vs actual</li> <li>3. Follow up with Service provider agency for ontime payment &amp; other issues.</li> <li>4. Verify monthly compliances of contractor</li> <li>5. Addressing issues of NEEM &amp; Contract manpower</li> <li>6. Attrition rate</li> <li>7. Manpower rotation as per plan</li> </ol>
<b>Education &amp; Training</b>	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.		<ol style="list-style-type: none"> <li>1. Induction training for all new joinees</li> <li>2. Variance in cost of training (Budget v/s Actual)</li> </ol>
<b>MIS Reporting</b>	To provide HR & Admin department's reports for Management Committee Meetings on time		<ol style="list-style-type: none"> <li>1. Prepare weekly report for internal MCM</li> <li>2. Prepare Manpower Budget</li> <li>3. Prepare Overhead Budget</li> <li>4. Budget Vs Actual</li> </ol>
<b>Communication</b>	To share the information with employees		<ol style="list-style-type: none"> <li>1. Issuances of notices as &amp; when required</li> <li>2. Timely communication at all level</li> <li>3. Meeting with all HODs / GLs</li> <li>4. Daily morning meeting with HODs &amp; GLs</li> </ol>
<b>Legal Compliance &amp; Liasoning with Govt. Agencies</b>	To ensure compliance & keep all statutory record maintained as per the legal requirements.		<ol style="list-style-type: none"> <li>1. Timely submission of Returns</li> <li>2. Timely renewal of licenses</li> <li>3. Timely Compliance to the visit of Govt. officials</li> <li>4. Ensure compliance of contractor or supplier</li> </ol>
<b>Performance Management System</b>	To issue appraisals forms to Staff and receive from their HOD's after the recommendation and submit to HO.		<ol style="list-style-type: none"> <li>1. Adhere the timeline of PMS calendar provided by Corporate HR for PMS Process</li> </ol>
<b>Administration</b>	To ensure smooth operation of Administration / welfare activities		<ol style="list-style-type: none"> <li>1. Security Management</li> <li>2. Housekeeping management at Office &amp; Shop floor</li> <li>3. Canteen Management</li> <li>4. Transportation Management</li> <li>5. Maintaining Good housekeeping in and around the plant.</li> <li>6. Hotel &amp; Taxi arrangement as per requirement of visitors</li> <li>7. Cost saving initiatives</li> </ol>
<b>Employee involvement</b>	To encourage the employees' participation in TEI activities, Suggestion Scheme & 5'S & Safety Zone.		<ol style="list-style-type: none"> <li>1. Total number of suggestions received</li> <li>2. Total number of Kaizens received</li> <li>3. Man of the month award function on time</li> </ol>
<b>Documentation</b>	Review & keep track of Training record and attendance related documents of all employees (staff) and records related to HR Policies including medical bills, Income proof submission, etc.		<ol style="list-style-type: none"> <li>1. Employee / member personal files</li> <li>2. Leave record</li> <li>3. Outdoor duty/ Short leave/ etc.</li> <li>4. Training record as per ISO/TS standards.</li> <li>5. Other records/ registers of HR &amp; Admin</li> </ol>
<b>Others</b>	To provide support to employees for medical treatment under mediclaim policy, WC Policy for FTE's		<ol style="list-style-type: none"> <li>1. Keep details of employee medical cards under medi-claim policy.</li> <li>2. Provide timely data related to medical of employees to Head office as per the requirement</li> <li>3. Vehicle insurance, Vehicle Maintenance, etc.</li> </ol>
	Internal & External Audits - ISO, AITF		<ol style="list-style-type: none"> <li>1. Documentation as per system requirement</li> <li>2. Auditee for external audits</li> <li>3. Taking countermeasure for observations / NCs</li> <li>4. Compliance to system requirement</li> </ol>
	Employee Grievance & IR		<ol style="list-style-type: none"> <li>1. Addressing member grievance &amp; counselling</li> <li>2. Maintaining cordial relation at Plant</li> <li>3. Attending meeting with other companies &amp; TKM</li> <li>4. Initiating disciplinary actions as required</li> </ol>
<b>REQUIREMENTS</b>			
<b>Knowledge</b>	<p>Good Industrial Relations</p> <p>Education &amp; Training</p> <p>Good communication skill</p> <p>Good HR Practices</p> <p>Employee Welfare</p> <p>Labour Laws</p> <p>Computer Knowledge</p>	<b>Experience</b> (Number of years)	10-12 years
<b>Skills</b>	<p>Communication &amp; Presentation skill, Labour Laws, Negotiation Skill, Employee Engagement, etc.</p>	<b>Qualification</b>	MBA/ MPM/ MSW / PGDHRM / PGDBM in Human Resource Mgt.
<b>INTERACTION</b>			
<b>Internal</b>	<b>Customers</b>		<b>Other External parties/Vendors</b>
All Employees	All employees All concerned Govt. Authorities		Customers Vendors Auditors