

Job Description

- Job Title : Asst. Manager – HR & Admin
- Department : Human Resources
- Reporting To : Manager - HR (Role to which this role reports)
- Reportees : Nil (Roles reporting to this role)

JOB SUMMARY (Brief about the existence of the position)

- He/She must have 4 - 8 Yrs. of HR & Admin experience in Steel Plant/Construction Company.
- HR personnel carry out responsibilities in the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and employment.
- He/She should be expertise in employee safety, welfare, wellness and health and employee services and counseling.
- Preference would be given to candidates having previous experience in Steel Plant/Construction Company
- Age: Below 35 yrs

KEY DUTIES & RESPONSIBILITIES (Primary duties)

- Plan and manage recruitment and selection of staff.
- Plan and conduct new employee orientation.
- Identify and manage training and development needs for employees.
- Develop and implement human resources policies and procedures.
- Administer HR policies and procedures.
- Administer compensation and benefits.
- Ensure compensation and benefits are in line with company policies and legislation.
- Benchmark compensation and benefits.
- Support annual salary review.
- Implement and monitor performance management system.
- Handle employee complaints, grievances and disputes.
- Administer employee discipline processes.
- Conduct exit interviews.
- Review and update employee rules and regulations.
- Maintain the human resource information system and employee database.
- Coordinate employee safety, welfare and wellness.
- Maintain knowledge of legal requirements and government reporting regulations affecting hr functions.

FUNCTIONAL COMPETENCIES (Key skills)

- Computer Skills i.e. Proficient in Word, Excel & power point presentations.

Others:

- Educational Qualification : MBA (HR & Operations)
- Experience & Industry : 4 - 8 Years In Preferably In steel Companies
- Location Of Work : Bellary