



PR/108994 | Asst Manger HR & Admin

## Job Information

### Recruiter

JAC Recruitment India

### Job ID

1518305

### Industry

Other (Manufacturing)

### Job Type

Permanent Full-time

### Location

India

### Salary

Negotiable, based on experience

### Refreshed

March 11th, 2025 04:00

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Business Level

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

No permission to work in Japan required

## Job Description

### KEY RESPONSIBILITIES:

### INDUSTRIAL RELATIONS & EMPLOYEE RELATIONS:

- Collaborating with Cross functional department to undertake strategic IR planning in order to have an Industrial peace and smooth operations in the company.
- Maintaining harmonious relations between management & union workers through timely resolution of employee's grievances and creating good work culture for the organization
- Drafting & issuing various disciplinary letters like Show case cum Charge sheets, warning letters, conducting domestic enquiries, handling conciliations etc.,
- Identifying potential grievances through various formal & informal meetings and resolving at the base level.

- Leading the Collective bargaining / Charter of demand (COD) for the long terms Wage Settlement (LTS) with union without loss of production.

#### **STRATEGIC HR:**

- Responsible for development of HR Strategies as business partner with specialized focus on Organization development, Succession planning and standardizing of processes & policies.
- Formulating annual manpower budgets, Department Goals and conducting periodical reviews and ensuring adherence to divisional plans and budgets for smooth execution of operations.
- Periodic evaluation of Salary Structure, Fitments & Grade levels across the organization.
- Analysis of Budget v/s Actual on a regular basis as part of controlling and monitor the budget.
- Implement the various CSR projects as per the corporate policies and guidelines.
- Generating MIS reports on HR metrics like Head count, Salary details, Manpower details, etc., for supporting the management in decision-making.
- Responsible for Expat Management including Domestic & International Travel, Visa Management, Accommodation, Guest House Management etc.,
- Responsible for day to day Admin operations like including Travel management, Canteen Management, Security, housekeeping and grievance resolving of employees.

#### **STATUTORY COMPLIANCE:**

- Develop and execute statutory compliance review mechanism, monitor progress and ensuring 100% compliance related to various labour laws.
- Liaising with various government departments for obtaining License, Amendments, Renewal, Plan approvals etc.
- Monitoring the submission of monthly, quarterly, half yearly and annual combined returns under various acts like EPF, ESI, Factories act, National and Festival holiday, Payment of Gratuity act, Payment of Bonus act, Minimum wages act, Employment exchange act etc.

#### **TALENT ACQUISITION & TALENT MANAGEMENT:**

- Responsible for formulating Manpower Planning, HR Budgeting, and Recruitment Strategies by undertaking planning and implementing cost effective hiring methods.
- Driving the team for end-to-end recruitment life-cycle of Sourcing & Hiring of right talent, head hunting, salary negotiation & fitment, joining follow-up till successful joining.
- To drive talent management process to Attract, Develop / Training the resources and Retain top talent, thereby improving the Quality of Talent by having a substantial Talent Pipeline for all critical roles.
- Focusing on competency development & maintaining the technical skill inventory for all employees.
- Designing Job Description for new requirements and promotions.
- Ensuring timely recruitment of flexi manpower (Apprentice trainee) as per business requirements.
- Handling contract labor management.

#### **PERFORMANCE MANAGEMENT:**

- Leading end to end Performance Management by formulating and implementation of SMART Goal / Task sheet by setting the Performance Review mechanism, annual increment and communication of performance results.
- Driving the review process for probation, confirmation, annual appraisal, promotions & elevations, transfers.
- Creating pipe-line for all business verticals through succession planning, identifying hi-potential second line leaders, planning pro-actively to groom & develop them through development plan.

**SKILL REQUIREMENTS:**

- Minimum 8 TO 10 years of experience in handling HR Functions.
- Minimum 2 to 4 years of experience in handling the team.
- Good communication and presentation skills.
- Good in analytical and problem-solving skills.
- Good interpersonal and team building skills.
- An ability to work to tight deadlines and within constraints.
- High level customer and business orientation.
- High level of commitment and personal integrity.

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Company Description