

HR & Admin Manager

HR & Admin Manager to manage all HR responsibilities.

Key Responsibilities

- **Sourcing of right Candidates** as per JD from multiple sources.
- Coordinating with different levels for the selection process and preparing Offer Letters / Appointment Letters.
- Salary benchmarking based on research as per industry standards.
- Reference / Background checks and documents' auditing of new employees.
- Employee Relations: employee involvement, engagement and motivation, and employee grievance redressal. Developing program and practices to ensure overall satisfaction and positive work culture.
- Employee Rewards & Recognition / Motivational Programs for creative contribution of employees.
- Coordinating with Management for Employee Training Programs and maintaining Training material.
- Developing and implementing effective Performance Management and Appraisal System.
- Coordination with Team Leads and Management for Performance Appraisals of employees.
- Coordination with Management for formulation and implementation of HR policies.
- Overseeing Leaves, Attendance, Compensation, Loans & Advances, Rewards.
- Preparation of monthly Leave Balance Sheet for payroll processing.
- Maintaining and updating Organizational Chart on regular basis.
- Maintaining Monthly Head Count Report.
- Company Communications, including policy changes, announcements
- Handling Employee Separation Formalities as well as Full & Final Settlements.
- Issuing of Confirmation / Probation Extension Letters to employees.
- Issuing of Appraisal Letters, Promotion Letters, Experience Letters, and Relieving Letters.
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Required Education:

MBA / PGDBM (HR)

Experience:

1-3 years of relevant experience.

Knowledge and Specific Skills

Candidate Sourcing, Recruitment, Selection, On-Boarding & Induction, Compensation & Benefits, Reference / Background Checks, Employee Performance & Appraisals, Employee Relations Management, Leave and Attendance Management, Payroll System, Labour Laws, Employee Separation Management.

Required Critical Behavioral Competencies

- Passion for Excellence
- Results Orientation
- Coaching Empowerment & Team Development
- Communication Skills
- Customer Focus
- Risk Taking
- Integrity & Ethics
- Building Relationships & Partnerships
- Leadership & Influencing
- Strategic Thinking & Execution
- Planning & Organizing
- Problem Solving and Decision Making
- Functional Expertise
- Negotiation

Education:

- Master's (Preferred)