

Position Title: Human Resource Manager

Department: Recruiting and Policy

Location: Delhi-NCR

Reports To: Gernal Manager

Job Functions and Responsibility:

1. Talent acquisition (manpower planning & staffing)
2. Costing and budgeting
3. Develop and monitoring of human resource operations costing and annual budget.
4. HR operations and payroll
5. Employee database management
6. Full & Final Settlements
7. Workforce planning and employment(Recruitment and Selection)
8. Human resource Training and development
9. Total rewards (Compensation & Benefits)
10. Policy Formulation
11. Employee and Labour relations
12. Compensation & performance management system

Key competencies required:

1. PGDM/ MBA preferred in Human Resource.
2. Minimum 3 to 7 years relevant experience.
3. Strong Communication and presentation skills.
4. Working knowledge of MS-Office.