

<b>Position</b>	Assistant Manager-Human Resource
<b>Essential Educational Qualifications</b>	<ul style="list-style-type: none"> <li>• Graduate (in any stream)</li> <li>• MBA in Personnel Management / HR from a recognized institute.</li> <li>• Post Graduate Diploma in IT</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Total experience of 8-15 years out of which at least 5 years in core Human Resources functions.</li> <li>• Experience in assisting in formulation of HR Strategy for a reputed organization in line with business objectives.</li> <li>• Expertise in defining processes and procedures for Performance Management Systems, Career progression, Compensation strategy and Training.</li> <li>• Proven experience in Manpower planning, Recruitment and Induction process.</li> <li>• Preparation of HR budget incorporating costs like salary, training, welfare, administration etc.</li> </ul>
<b>Age</b>	Up to 40 years
<b>Salary (CTC PA)</b>	Rs. 10.75 lakhs (Approx)
<b>Desired Exposure</b>	<ul style="list-style-type: none"> <li>• Working experience as HR Asst Manager</li> <li>• Demonstrable experience with Human Resources metrics</li> <li>• Knowledge of HR systems and databases</li> <li>• Well-versed with ERP/ HR IT tools</li> <li>• Effective communication, negotiation and presentation skills</li> <li>• In-depth knowledge of labour law and HR best practices</li> <li>• Hands on exposure in Provident Fund and ESI functions</li> <li>• Exposure on payroll processing</li> <li>• Exposure to IR, Welfare, Union/ Association activities</li> </ul>
<b>Reporting relationships</b>	<ul style="list-style-type: none"> <li>• Deputy General Manager – HR /Reporting Manager concerned</li> </ul>
<b>Engagement Type</b>	The appointment is contractual with a period of 5(Five) years under Direct Payroll with the option of renewal
<b>Job Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in formulating HR Strategies and Policies in line with the goals and business objectives of WBEIDC related to Compensation, Transfer, Promotion, Grievance Redressal &amp; Exit/Superannuation etc.</li> <li>• Preparation of HR budget incorporating costs like salary, training, welfare, administration etc.</li> <li>• Preparation of Manpower plans as per budget, based of resource requirements conveyed by departments and seeking approvals.</li> <li>• Assist in Defining and standardization of processes and procedures for Recruitment, Performance Management Systems, Compensation, Capacity Building, Employee satisfaction.</li> <li>• Planning and conducting Induction and Orientation Programmes for new joinees.</li> </ul>

	<ul style="list-style-type: none"><li>• Assist in Monitoring the manpower assessment, planning, recruitment strategies and arriving at Indicators to measure the effectiveness of these strategies over a period of time.</li><li>• Conduct Recruitments for positions (including Contractual and Third Party).</li><li>• Assist in Designing and development of performance appraisal framework by arriving at Key Performance Indicators (KPI) in collaboration with the Line Managers, Heads of Businesses and Services, and Heads of Support Functions and Processes and enable effective communication of these KPIs across the organization.</li><li>• Conduct employee satisfaction and design initiatives for increased employee engagement.</li><li>• Implement and review performance management processes and Training &amp; Development plans.</li><li>• Conducting Competency &amp; Skill Gap assessment based on the Business objectives envisaged for WBEIDC for the next 5 years; and identifying the next phase of training needs and devising Capacity Building measures. This would be done working with internal HR &amp; other departments of WBEIDC and with the external consultants as and when required.</li><li>• Managing Provident Fund, Gratuity and other Superannuation Benefits in collaboration with the Finance Department.</li><li>• Management of various statutory licenses.</li><li>• Implement and manage employee welfare programmes of WBEIDC.</li></ul>
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