

ASSISATNT MANAGER – HR (PERSONEEL)

Qualification : Any Degree plus PGDM with HR specialization or MBA with HR specialization

Experience : 2 Years (can be relaxed for deserving candidates)

Age : 23 Years and above

Duties and Responsibilities:

The job role of an Assistant Manager HR & Personnel at ESCI involves assisting the HR manager / Chief Admin & Personnel in various human resources and personnel-related tasks.

Broad responsibilities are numerated as under:

- 1. Recruitment and Selection:** Assisting in the recruitment process by sourcing candidates, screening resumes, facilitate conduct of interviews and the hiring process.
- 2. Onboarding and Orientation:** Coordinating new employee onboarding activities, including paperwork, orientation sessions, and training schedules.
- 3. Employee Relations:** Assisting Chief A & P in resolving employee issues, grievances, and conflicts, and promoting a positive work environment.
- 4. Performance Management:** Supporting performance appraisal processes, conducting performance evaluations, and providing feedback to employees and managers.
- 5. Training and Development:** Assisting in identifying training needs, coordinating training sessions, and tracking employee development plans.
- 6. Policy Implementation:** Helping to implement HR policies, procedures, and programs, and ensuring compliance with legal requirements and organization policies.
- 7. Compensation and Benefits:** Assisting in administering employee benefits programs, processing attendance / payroll, and addressing compensation-related queries.
- 8. HR Administration:** Handling HR administrative tasks such as maintaining employee records, updating HR databases, and preparing reports.

Assistant Manager HR & Personnel to play a crucial role in supporting the HR department in various aspects of human resource management to ensure the smooth functioning of the organization and the well-being of its employees.