

# **Designation: Deputy General Manager (HR / Admin)**

## **A) Desired Candidate Profile:**

- Minimum 10 Years of Experience in HR and administrative experience in Private/Public Sector / Semi Government organization
- Should have expertise in:
  - HR Generalist role with employee life-cycle management exp.
  - Knowledge of complete HR Operations / Processes - On-boarding to Exit.
  - Payroll Processing Exposure is a must for this role.
  - Excellent written and verbal communication skills.

## **B) Educational Qualification:**

- Graduation: Any Graduation with first class from reputed institute / university; and
- Masters: MBA-HR from reputed institute / university

## **C) Key Roles and Responsibilities:**

- To develop, implement, syndicate and monitor organization-wide processes and initiatives, aimed at building organisational capability and meeting business objectives
- Responsible for best Human Resources practices and objectives that will lead to high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment and the recruitment and ongoing development of a superior workforce
- Ensure efficient design and delivery of all HR policies and ensure they are in line with industry best practices
- Ensures coordination & implementation of services, policies, and programs through Human Resources staff; and assists and advises company managers about Human Resources issues
- Overseeing the process, monitoring and approval of all Payables and Receivables
- Administration of the human resources policies, procedures and programs in the area of benefits, compensation, employee relations, training and development, performance management and organisational development
- Refine organization structure to align with the market and delivery requirements.
- Build and maintain effective working relations with management and employees to provide advice and counsel to both on employee-related and organizational matters.
- Mentor and guide leaders to manage their own performance and of their teams and create pipeline of potential leaders.
- Improve training and development related processes, to include identification of training needs, design, delivery and evaluation of development programs.
- Coach and develop HR team members to achieve business plan objectives in alignment with application of the People Strategy.
- Oversee office management and supervise admin teams.

## **D) Soft Skills:**

- Good Analytical & Conceptual Thinking
- Motivate personnel to meet the organizational goals.
- Excellent listening, negotiation and presentation skills
- Excellent verbal and written communications skills along with a pleasing personality
- Self-motivated and able to thrive in a results-driven environment

## **E) Age Limit: Not more than 40 Years**

## **F) Remuneration: INR 145000/- P.M.(Cost to Company basis)**