

## HR Manager



**Experience** : 6 to 10 Years



**Package** : INR 5,00,000 – 7,50,000 P.A.



**Location** : Our Corporate Office on Sindhu Bhavan Road, Ahmedabad



**Openings** : 1 Person

### Job Description:

- Support the development and implementation of HR initiatives and systems
- Provide counselling on policies and procedures
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Create and implement effective onboarding plans
- Develop training and development programs
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records
- Review employment and working conditions to ensure legal compliance.
- Develop & maintain HR/ Admin Team

### Education:

- UG : Any Graduate with MLW
- PG : (Added Advantage) MBA/PGDM in HR/Industrial Relations, Any Other

**Role** : HR Manager

**Industry Type** : Chemicals, Manufacturing, Industry

**Functional Area** : HR, Recruitment, Administration





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