

## Human Resources Manager

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Company: Technical Associates Ltd

Location: india

Category: other-general

Technical Associates Ltd. fosters a dynamic growth oriented work culture & a well-defined organizational structure. Performance in the given role will ensure swift growth in the organization to the next higher level of responsibilities

**Responsibilities**

- Talent Management - Hiring and retaining
- On time sourcing of CV sourcing and screening of open position
- Coordination with hiring manager for timely scheduling of interview
- Efficient Payroll Processing & statutory compliance
- 100% Adherence to Timelines for Disbursement of employee Reimbursements (LTA, Medical, PF, Gratuity, NPS, Loan Advances & Monthly Reimbursements)
- 0 % Errors in Payroll Processing
- No of Improvements ideas in Payroll Processing
- 100% Adherence to Statutory Compliance timelines
- Efficient Plant HR Operations
- 90% on time delivery of HR service requests
- 10% deviation in HR policies and procedures in a year
- Environment Health & safety
- Ensure zero accident at work place
- Awareness about PPE's and control
- Employees welfare & Employees satisfaction
- Ensure 90% Employees satisfaction at work place
- Timely implementation of employee welfare activities and resolve grievances
- Skill Development
- Training and skills upgradation
- Knowledge sharing with team

**Qualifications**

- Bachelor's degree/ MBA/MSW with relevant experience of managing factory HR Operations
- 12+ years' experience in Human Resources
- Strong recruiting and demonstrated ability to improve talent acquisition strategies
- Demonstrated expertise training managers and employees
- Strong organizational, critical thinking and communications skills
- Attention to detail and good judgement

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