

Human Resources Manager

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Company: Top Gear Transmission Pvt Ltd

Location: satara

Category: other-general

Company Description

Welcome to Top Gear Transmissions, the leading provider of transmission solutions since 2000. We specialize in serving a wide range of industries including sugar processing, chemical and pharma, material handling, power plants, automation, construction, and steel mills. Our state-of-the-art manufacturing facility and experienced team ensure high-quality products and exceptional customer service. With 24x7 support, cost-effective products, and an extensive dealer network, we strive to exceed customer expectations.

Role Description

This is a full-time on-site role for a Human Resources Manager located in Satara. The Human Resources Manager will be responsible for overseeing day-to-day HR operations, including recruitment, employee relations, performance management, and compliance. This role requires strong communication and interpersonal skills, as well as the ability to handle confidential information with professionalism and discretion.

Qualifications

- Proven experience in a human resources management role
- Knowledge of HR policies, procedures, and employment laws
- Experience in recruitment and onboarding processes
- Strong interpersonal and communication skills
- Ability to handle confidential information with discretion

Excellent organizational and time management skills

Attention to detail and accuracy in data management

Bachelor's degree in human resources, business administration, or related field

Professional HR certification (e.g., PHR, SPHR) is a plus

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