

Group: Human Resource Management

Designation: General Manager/Dy. General Manager

Location: Palanpur

Job responsibilities:

- Provide Managerial Leadership for facilitating various HR activities within the policy framework of the organization.
- Evolve proactive HR policies and practices for effective management of Human Resources within the organization and its other units.
- Provide guidance for all HR functions of the Group and nurture effective relations with all the Groups, other offices and units of the organization.
- Provide effective services to various internal and external clients of the Group.
- Proactively meet the needs of the internal clients.
- Provide support to the top management with respect to strategic decision-making and advise on important organizational issues.
- Interact with professionals in various industry and network with professional and industry bodies with the objective of sharing and gaining insights of latest developments in the HR and corporate environment in general.
- Provide interpretation and clarifications in respect of various rules, policies, procedures and regulations applicable to the organization.
- Network and maintain effective liaison with Government agencies and local authorities.
- Undertake manpower planning for various Groups and other offices.
- Facilitate implementation of various HR systems and activities like Recruitment, Induction, Promotions, Transfers, Deputation, Resignation, Retirement etc.
- Ensure effective implementation of the Performance Management System and the other processes related to the system.
- Facilitate the development of Human Resources in the organization by effective identification of training and development needs and facilitation of training.
- Nurture healthy Organizational Climate; maintain harmonious relations in the organization, compliance of various statutory requirements and timely redressal of employee grievances.
- Ensure compliance of various statutory requirements.
- Ensure maintenance of on-line Human Resources Information System for all the employees in the organization.
- Ensure implementation of rational Employee Compensation practices, as well as provisions of the PF/SAS/Gratuity/any other scheme as approved by the organization from time to time.
- Ensure effective handling of land and property matters, compliance of provisions of contract labour act and other administrative activities like establishment and security matters

Technical Skills

- Talent Management, Mentoring and Counseling, Training & Development, Performance Management, Innovative HR practices, Management of Manpower contract/ Job contract, Liaisoning with local administration

General Management Skills

- Negotiation skills, communication and interpersonal skills, problem solving and decision making

Job Specifications**Educational Qualification:**

Should be MBA (specialization in HR)/ Post-graduate in HR & IR/ MSW from reputed institution

Experience:

- 12-15 years of post-qualification relevant experience.