



# Job Title: Senior HR Manager

Department: Human Resources

Location: Surat, Gujarat

Reports To: VP – HR & Administration

**Company: Aerowalk International (India) Pvt. Ltd.**

## Company Overview

Aerowalk International (India) Pvt. Ltd. is a leading footwear manufacturing company headquartered in Surat, Gujarat. With a network of 200+ distributors, multiple depots, and a growing presence across India and export markets, AIIPL has built its reputation through comfort-driven, quality-focused brands such as Aeroblu, Puntoblu, and Lilblu. The company continues to expand its market footprint through innovation, operational excellence, and a strong customer-centric approach.

## Position Overview

The Senior HR Manager will be responsible for leading and managing the human resources function across Aerowalk's operations. This role focuses on strategic HR planning, talent acquisition, employee engagement, compliance, and organizational development. The ideal candidate will be a proactive leader with strong interpersonal skills and a deep understanding of HR best practices.

## Key Responsibilities

### 1. Strategic HR Planning

- Develop and implement HR strategies aligned with the company's business goals.
- Support organizational growth through workforce planning and talent management.
- Collaborate with leadership to forecast HR needs and succession planning.

### 2. Talent Acquisition & Onboarding

- Lead recruitment efforts for key positions across departments.
- Ensure structured onboarding processes for new hires.
- Build strong employer branding to attract top talent.

### 3. Employee Engagement & Culture

- Design and implement employee engagement initiatives.
- Promote a positive work culture through recognition programs and feedback mechanisms.
- Conduct regular employee satisfaction surveys and action planning.

#### **4. Performance Management**

- Drive the performance appraisal process and goal setting cycles.
- Ensure timely feedback and performance reviews across teams.
- Support managers in coaching and development conversations.

#### **5. Training & Development**

- Identify training needs and coordinate learning programs.
- Facilitate leadership development and skill-building workshops.
- Track training effectiveness and employee growth metrics.

#### **6. HR Operations & Compliance**

- Oversee HR operations including payroll, attendance, and employee records.
- Ensure compliance with labor laws and statutory regulations.
- Manage audits, documentation, and policy adherence.

#### **7. Compensation & Benefits**

- Design and review compensation structures and incentive plans.
- Coordinate with finance for payroll processing and benefits administration.
- Benchmark industry standards for competitive compensation.

#### **8. Employee Relations & Grievance Handling**

- Act as a point of contact for employee concerns and conflict resolution.
- Ensure fair and transparent grievance redressal mechanisms.
- Maintain discipline and foster trust across teams.

#### **9. HR Systems & Analytics**

- Implement and manage HRMS tools for data tracking and reporting.
- Generate HR dashboards for leadership visibility.
- Use analytics to drive decisions on attrition, hiring, and engagement.

#### **10. Cross-Functional Collaboration**

- Work closely with department heads to align HR initiatives with business needs.
- Support organizational change management and communication.
- Coordinate with external consultants and agencies as required.

#### **Key Skills & Competencies**

- Strategic HR Planning & Execution
- Talent Acquisition & Employer Branding
- Employee Engagement & Culture Building
- Performance Management & Appraisal Systems



- Training & Development Programs
- HR Operations & Compliance
- Compensation & Benefits Structuring
- Employee Relations & Grievance Handling
- HR Analytics & Dashboarding
- Strong Communication, Leadership, and People Skills

### **Technical Skills**

- MS Office (Excel, PowerPoint, Word)
- HRMS Tools
- Payroll & Compliance Software

### **Qualifications & Experience**

- Bachelor's degree in Human Resources, Business, or related field (MBA preferred).
- 8–10 years of experience in HR Management, preferably in Manufacturing, FMCG, or Consumer Goods.
- Experience in leading multi-location HR operations and implementing HR systems.
- Strong analytical, coordination, and communication skills.

### **Performance Indicators (KPIs)**

- Employee retention and engagement scores
- Timely recruitment and onboarding metrics
- Compliance audit results and statutory adherence
- Training participation and effectiveness
- Performance review completion rates
- Resolution time for employee grievances