

JD: Senior HR Executive / Assistant Manager – HR (Qarmatek)

Reporting: HR Manager / Head–HR

Location: Ahmedabad (HO) + Service Centers (PAN India)

Grade: Senior Executive / Assistant Manager (based on experience)

Must-haves

- Bachelor's/Master's in HR/Business; 6–8 years in HR operations (repair/refurbishment/warehouse/manufacturing preferred).
- Hands-on with technician/blue-collar hiring, shift rosters, attendance & payroll.
- Working knowledge of PF/ESI, Shops & Establishments, POSH, and vendor/contractor compliance.
- Comfort with HRIS, Excel, and MIS reporting; basic data privacy practices (DPDP).

Key Responsibilities

- Talent acquisition: source, screen, and close volumes of repair technicians, quality inspectors, call-center agents; manage TAT and offer-to-join ratios.
- Onboarding & induction: documentation, ESI/PF enrollments, policy briefing; ensure device/data handling do's & don'ts.
- Time, attendance & payroll inputs: shifts, weekly offs, overtime, and contractor billing; reconcile with HRIS and Finance.
- Statutory compliance: PF, ESI, gratuity, Shops & Establishments registrations & displays; support audits.
- POSH compliance: maintain Internal Committee records, awareness sessions, and reporting; ensure zero tolerance.
- Employee relations: handle grievances, discipline, counselling; drive absenteeism and attrition control.
- Engagement & culture: R&R, skill-up sessions, and safety/5S drives relevant to labs and service bays.
- HR MIS: monthly dashboards (hiring, TAT, headcount, attrition, absenteeism, compliance status) for management.

Skills

- People-first approach; clear communication.
- Data discipline; Excel/HRIS comfort; process orientation.
- Negotiation & vendor coordination (agencies, contractors).
- Awareness of safety norms for labs/repair floors.