

Department: Human Resources

Designation: HR Manager

Role Purpose

To lead and strengthen the HR function by aligning HR processes, systems, and team execution with organisational goals. The HR Manager will ensure the structured implementation of recruitment, PMS, compliance, employee engagement, and HR operations through effective supervision of the HR Executive.

Key Responsibilities

1. HR Strategy & Department Strengthening

- Align HR processes with business objectives.
- Develop and implement HR policies, SOPs, and frameworks.
- Drive organization design, role clarity, JD-KRA-KPI implementation.
- Monitor HR KPIs and prepare monthly HR dashboards/MIS.
- Lead HR audits and continuous improvement initiatives.

2. Recruitment & Workforce Planning

- Oversee manpower planning with department heads.
- Approve and monitor sourcing, screening, and interview coordination.
- Ensure TAT adherence and quality hiring.
- Review offer letters and salary structures before release.
- Guide HR Executive in maintaining recruitment trackers.

3. Onboarding & Employee Lifecycle Management

- Ensure structured onboarding and induction process.
- Monitor confirmation, probation reviews, and documentation.
- Supervise exit process, F&F settlement, and exit interviews.
- Maintain updated employee database and HRMS records.

4. Performance Management System (PMS)

- Implement JD–KRA–KPI framework across departments.
- Drive goal setting, mid-year and annual review cycles.
- Train department heads on performance evaluation methods.
- Ensure performance-linked action plans and documentation.

5. Payroll & Compliance Supervision

- Review attendance, leave records before payroll processing.
- Ensure statutory compliance (PF, ESIC, PT, etc.).
- Supervise HR Executive for timely statutory filings.
- Maintain audit-ready documentation.

6. Employee Engagement & Culture Development

- Plan employee engagement activities.
- Address grievances and ensure resolution within TAT.
- Conduct employee surveys and feedback analysis.
- Promote a performance-driven and culturally aligned environment.

7. Training & Development

- Identify skill gaps through performance analysis.
- Coordinate internal and external training programs.
- Maintain training calendar and effectiveness reports.

8. Supervision of HR Executive

- Allocate tasks and define KRAs for HR Executive.
- Monitor daily HR operations and reporting.
- Review trackers (Recruitment, Attendance, Leave, PMS, Grievance).
- Provide mentoring and capability development support.
- Ensure accountability and discipline in HR processes.

Key Skills & Competencies

- Strong knowledge of HR operations & compliance
- Process-driven mindset
- Leadership & team management
- Analytical & reporting skills
- Conflict resolution
- Strong communication & documentation skills

Educational Qualification

- MBA / PGDM in HR or equivalent
- 5+ years of HR experience (minimum 2 years in managerial role preferred)