

DG KNITTING	
Designation: HR Manager	
Minimum Experience: 4-6 year	
Report to: Director	Current Location: PIPODARA
Roles/Responsibilities: <ul style="list-style-type: none"> • Monitor and maintain accurate employee attendance records through biometric systems. • Manage and process employee leave records, ensuring policy adherence and timely updates. • Execute monthly payroll activities, including data collation, salary processing, statutory deductions, and pay slip generation. • Ensure implementation and compliance with company HR policies such as Code of Conduct, Attendance policy, Leave Policy, etc. • Coordinate with department heads to schedule and conduct interviews for manpower requirements across levels. • Prepare and release offer letters, appointment letters, probation letters, and confirmation letters as per company standards. • Handle employee exits including resignations, terminations, full & final settlement, and exit interviews. • Track probation periods and process probation confirmation in consultation with reporting managers. • Maintain employee records and documents in both physical and digital formats. • Assist in organizing internal events, policy awareness sessions, and employee engagement activities. • Work closely with management for HR audits, compliance, and reporting requirements. 	
Skills & Qualifications: <ul style="list-style-type: none"> • Education: MBA in HR or related field preferred. • Experience: Minimum 4 years of experience in HR operations with hands-on exposure to payroll, attendance, and recruitment processes. • Ability to manage digital & physical employee documentation systematically. • Proficiency in Gujarati, Hindi, and English — both spoken and written. • Excellent interpersonal skills and the ability to build long-term professional relationships. 	

Soft Skills:

- Self-motivated, target-driven, and able to work independently with minimal supervision.
- Strong communication and coordination abilities.
- Integrity, confidentiality, and problem-solving mindset.