



Rajiv Gandhi Salai (OMR), Kalavakkam – 603 110, Chengalpattu (Dt), Tamil Nadu, India

Position: HR Manager

Educational Qualification: Master's degree in Human Resources or equivalent

Experience: Minimum of 5 years as a Generalist

Roles and Responsibilities:

- Effectively manage Compensation & Benefits (C&B) | Statutory Compliance | Onboarding | Talent management | Training & Development | Employee Engagement | Retention | Separation process | Vendor Management | Grievance Redressal
- Implementation of Performance Management Systems (PMS) including the framework
- Conduct Annual Performance Appraisal and employment confirmation, coordinating with the Heads of the Departments
- Design and run online surveys to evaluate employee satisfaction
- Process the attendance through Biometric software and also update the HRIS (Activation & deactivation of employee IDs / access cards, Active Directory, etc.), including the process of Leave and Loss of Pay (LOP)
- Updating and maintaining the National pension system in the HRIS
- Process Leave Encashment, Medical Insurance claims, Personal Loan and Salary advances for the eligible staff
- Process the payroll every month through HRIS, including bonus, allowances, deductions, etc.
- Manage the employee welfare programs, rewards & recognition programs
- Handle the Background Verification process (BGV or BV)
- Any other work as and when assigned by the Director – HR

Skills Required:

- Exceptional Communication, Presentation and Interpersonal skills
- Experience in Microsoft suites and any HRIS software
- Knowledge and experience in AICTE/UGC norms and labour laws