

Human Resources

Experienced

# Senior Manager HR & Admin

Pune, India

“Dynamic and results-driven HR professional with minimum12 to 15 years of experience in managing end-to-end human resources functions, including talent acquisition, employee engagement, performance management, and compliance. Adept at developing strategic HR initiatives that align with organizational goals and foster a positive workplace culture. Skilled in policy formulation, conflict resolution, and leveraging HR analytics to drive informed decision-making. Known for strong interpersonal skills, leadership capabilities, and a commitment

## What you'll do

- 1.Recruitment & Talent Acquisition
  - Develop and implement effective recruitment strategies.
  - Manage end-to-end hiring process including job postings, screening, interviewing, and onboarding.
  - Collaborate with department heads to forecast manpower requirements.
- 2.Employee Relations & Engagement
  - Foster a positive work environment through engagement initiatives.
  - Address employee grievances and ensure timely resolution.
  - Conduct employee satisfaction surveys and implement improvement plans.
- 3.Performance Management
  - Design and oversee performance appraisal systems.
  - Provide guidance to managers on goal setting and feedback processes.
  - Identify training needs and coordinate development programs.
- 4. Policy Development & Statuary Compliance
  - Formulate HR policies in line with labor laws and company objectives.
  - Ensure compliance with statutory regulations (POSH, PF, ESIC, etc.).
  - Maintain accurate employee records and documentation.
  - Green Field Project Development compliance execution.
- 5.Compensation & Benefits
  - Administer payroll and benefits programs.
  - Conduct salary benchmarking and recommend compensation adjustments.
  - Manage incentive and reward programs.
- 6.Training & Development
  - Organize skill development and leadership training sessions.

## What we are looking for

- Education: Graduate / Postgraduate
- Experience: 12 to 15 years in HR & Administration

## What we offer

A competitive salary and range of benefits

Be part of worldwide team with very big challenges ahead, which bring huge development opportunities for people with big career goals.

If you enjoy working in a fast-paced environment then look no further.