

Human Resources

Experienced

Assistant Manager HR & Admin -IND

Pune, India

This position will be responsible for managing **end-to-end HR generalist and plant administration functions**. This role is critical in ensuring smooth workforce operations, compliance with statutory requirements, and fostering a positive and engaging workplace culture. The incumbent will act as a bridge between employees, management, and external stakeholders to support organizational growth and employee well-being.

What you'll do

• 1. Recruitment, Onboarding & Induction

- Manage recruitment for plant-level positions, ensuring timely hiring aligned with manpower planning.
- Conduct onboarding and induction programs to integrate new employees effectively into the organization.
- Collaborate with department heads to identify skill requirements and source suitable candidates.

2. Employee Relations & Engagement

- Handle employee grievances with sensitivity and fairness, ensuring timely resolution.
- Design and implement employee engagement activities to build morale and strengthen workplace culture.
- Act as a trusted advisor to employees and managers, promoting open communication and collaboration.

3. Performance Management & Training

- Support the performance appraisal process, ensuring transparency and alignment with organizational goals.
- Identify training needs and coordinate skill development programs for plant employees.
- Monitor training effectiveness and maintain records for compliance and reporting.

4. Statutory Compliance

- Ensure adherence to statutory requirements including PF, ESIC, PT, Factory Act, and other labor laws.

What we are looking for

- MBA / PGDM in HR or equivalent.
- 7-8 years of HR & Admin experience, preferably in manufacturing/automotive sector.
- Strong knowledge of HR generalist functions and statutory compliance.
- Excellent interpersonal, negotiation, and communication skills.
- Proficiency in HRIS tools (SAP).
- Ability to balance strategic vision with hands-on operational execution.
- Leadership skills to inspire, mentor, and guide HR teams.

What we offer

1. Subsidies Canteen Facility (Tea, Breakfast/Lunch/Dinner & Special lunch and HR Day on every month).
2. Transportation/ Bus Facility available
3. Leave: 7 CL & 15 EL annually.
4. Uniform will provided by company@ subsidies rate.
5. All employees will covered under Group personal accident policy, Group Medicalaim policy. Coverage will be 3 times of annual CTC.