

Human Resources Experienced

Executive

Modules & Polymer Products - Motherson Technology Services Limited (MTSL) - Pune, India

At Motherson, we're committed to creating long-term jobs and advancing global careers. Featured on TIME's World's Best Companies list, we are a diversified global design, engineering, manufacturing, assembly and logistics specialist, delivering full-system solutions to customers across industries. With a focus on innovation, quality and sustainability, we strive to be a trusted industrialisation partner and an employer that nurtures a diverse, inclusive workplace.

Our Modules and Polymer division leads automotive innovation, producing everything from plastic components to complex integrated systems. Trusted by major OEMs worldwide, we also specialise in mould design, tooling, and high-quality upholstery for passenger vehicles. Join us in shaping the future of mobility.

What you'll do

- Process monthly payroll accurately and within defined timelines. Maintain employee salary records, attendance, leave, overtime, incentives, and deductions. Verify payroll inputs and ensure compliance with company policies. Generate salary slips, payroll reports, and MIS reports. Handle full and final settlements (F&F) for exiting employees. Coordinate with finance/accounts teams for payroll reconciliation. Manage PF, ESIC, PT, LWF, TDS, and other statutory compliances. Ensure timely filing and submission of statutory returns. Maintain compliance records and support audits. Stay updated with labor laws and regulatory requirements. Monitor attendance, leave management, and employee records. Coordinate office administration activities and vendor management. Maintain office assets, stationery, and related records.

What we are looking for

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What we offer

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