

LAPP India Pvt. Ltd.

2021 Job Description

Job Title:	Manager, Human Resources	Role/Grade Level:	
Reports To:	AGM, Human Resources	Date Created:	23 Sep 2021
Location:	Bhopal	Created By:	

POSITION SUMMARY:

This position is responsible for the supervision and administration of all Human Resources functions of the plant to include employment, training, communications, compliance, safety and occupational health, labor relations, wage & salary administration, and security.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned beyond the core functions listed below:*

- Plans and executes all recruitment and selection activities related to contract labour and Trainees.
- To assist the Plant HR Head for HR budget preparation
- Supervises and controls internal communication through notices, circulars and memos
- Assists in planning and preparing compensation surveys
- Support all statutory compliance requirements related to Factory.
- Contract Labour administration - head count monitoring, ensure applicable legal requirements are complied, bills verification and payment coordination.
- Works closely with Plant HR Head on all IR related matters in court and employee welfare programs and initiatives.
- Works closely with Safety Manager to develop and implement training calendar for contract labour and Trainees.
- Manages and coordinates the Time Office functions – preparation of attendance inputs, leave reconciliation, monitoring daily attendance deviations and addressing grievances related to attendance recording.
- Coordinates travel and accommodation arrangements for local and overseas visits
- To assist the Plant HR Head to conduct the employee engagement activities such as Sports events, Town halls, Family day, Splash on and birthday celebrations
- Issue proof letters/certificates to employees on request
- Scrutinize all Plant HR expenses bills and coordinate with Finance for payment.
- Prepare regular reports on plant HR expenses and prepare comparative reports against budget.
- Administration of canteen and transportation – address day to day requirements, scrutinizing bills and addressing grievances on time
- To provide necessary inputs related to monthly plant HR MIS reports
- Maintain the accurate database in HRIS ERP and keep the stake holders trained
- Implement corporate HR policies at Plant without deviations
- In charge of inventory control of stationeries, Uniforms and accessories (check and stock), and raising purchase requisitions on need basis.
- Monitoring administrative functions related to canteen, uniform, security and contractors.
- Managing and controlling factory HR operations, controlling HR issues like attendance and absenteeism and ensuring timely adherence to statutory compliance.
- Understanding the business imperatives and aligning the HR goals and objectives with those of the organisation as a whole, with special focus on vertical.
- Monitoring the TIME office functions and HR related overheads in the plant.

- Proactively identifying and resolving employee relations issues in a fair and consistent manner that protects the needs of the plant to operate in an effective and efficient manner.
- Supporting the administration of Workers Compensation and coordination of workplace safety programs.

SUPERVISORY RESPONSIBILITIES:

QUALIFICATIONS:

- Bachelor's degree in Human Resources or related field
- Minimum 5-8 years of experience as a Human Resources Manager in a unionized manufacturing environment
- Experience managing all aspects of a human resources function (employee/labor relations, compensation, staffing, benefits, safety, training, communications, discipline, etc.)
- Experience in managing a departmental budget
- Strong analytical and problem solving skills
- Strong computer skills
- Ability to think strategically, creatively and innovatively

REQUIRED SKILLS:

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate noise (i.e. business office with computers, phone, and printers).
- Ability to sit at a computer terminal for an extended period of time