

Requisition ID: 2016007

Job Position: JGM/DGM (Personnel & Admin)

Location: Ahmedabad/Jharkhand

Job Summary: Provide assistance in personnel and admin related activities

Key Rules & Responsibilities:

- Assist in formulating overall HR & Admin strategies.
- Assist in preparation of HR policies and procedures.
- Identify performance goals and Objectives, Job description and specification.
- Assist in Manpower Planning and Budgeting.
- Formulate and develop legal strategy, plans and budgets.
- Manage recruitment, selection and induction of permanent and temporary positions across the location in line with company policy.
- Undertake current HR projects, such as policy reviews, legislative updates etc. ensuring continuous implementation in line with legislation.
- Manage the administration activities like - time office, contractors, house-keeping, safety matters, to deal with local government offices, canteen, company vehicles, employee transportation etc.
- Manage the statutory compliances, labour laws, tools to handle grievances and drive awareness for the same among the employees and management.
- Shortlist candidates for personal or telephonic Interview with related department.
- Responsible for management of Manpower management.
- Induction, Medical, police verification and other HR related formalities as per OMR

Qualification and Experience:

- Minimum Qualification: MBA in HR
- Experience: 3 Years of experience in oil and gas industry and CBM operations

Key Competencies:

- Team working skills
- Problem solving skills
- IT skills