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| <b>Post</b>                | <b>Team Leader – HR &amp; Administration</b>  |
| <b>Company Name</b>        | Dyna-K Automotive Stampings Pvt Ltd, Bhosari-Pune.  |
| <b>Company Profile</b>     | Dyna-K is a manufacturer of Precision Sheet Metal Stampings for Automotive Industry, an IATF 16949: 2016 certified company. It manufactures critical stampings for applications in Automotive Brakes & Boosters, Engine and Turbo Charger parts. Customers include Bosch, Cummins, Honeywell with exports to USA, UK, China and Brazil.   |
| <b>Job Description</b>     | <p><b><u>Man Power Planning and control IR Role &amp; HR role</u></b></p> <p><b><u>* Must have experience only from a Manufacturing company (preferably Automotive / Pune)</u></b></p> <p><b>Manpower Planning and Remuneration</b></p> <ul style="list-style-type: none"> <li>- *This role has a core focus on assembling a <u>skilled</u> workforce by working with contractors on company role to include daily review of temporary &amp; permanent work force requirement of each plant with Plant HR and cost impact on business.</li> <li>- Recommend and maintain an organization structure and staffing levels to accomplish organization's goals and objectives.</li> <li>- Coordination for monthly payroll activities (outsourced)</li> <li>- Core responsibilities of HR and manpower statutory requirements.</li> <li>- The role would be tasked with managing and building positive relationships with Contract Workers &amp; Associates and respective Contractors</li> </ul> <p><b>*Industrial Relations:</b></p> <ul style="list-style-type: none"> <li>- This role has an additional core focus on Industrial Relations, managing both plant locations and overseeing the Industrial Relations and manage discussions with all regulatory bodies</li> <li>- Ensure statutory compliances and provide Administrative support for both plants</li> <li>- Renewal of Agreements pertaining to both plants</li> <li>- Core responsibility of liaison with Govt. authorities for compliances and open issues</li> <li>- Performance management and improvement systems within the organization and will be responsible for overall 5S control and reporting in designated parts of the organisation</li> <li>- Compliance and Training related to POSH</li> </ul> <p><b>HR activities Training &amp; Development + Audit compliances:</b></p> <ul style="list-style-type: none"> <li>- *Experience in handling of IATF Procedures &amp; Audits + EMS Procures &amp; Audits</li> <li>- Competency mapping and creation of Skill Matrix for all employees with ownership of Training Calendar, Training evaluation and update of skill</li> <li>- Establish short- and long-term goals, review budget for HR Admin and IT expenses.</li> <li>- Overlook track and manage company Admin + IT target</li> <li>- Devise and implement Employee Retention strategies to reduce employee turnover &amp; enhance engagement</li> </ul> |
| <b>Candidate Profile*</b>  | <p>*Minimum Bachelor's degree in Commerce + Added preference for HR graduate +post grad courses</p> <p>*Should have worked in company minimum Annual Turnover 100 crores</p> <p>*Strong hold on data management and excel</p> <p>* Demonstrated hands on work in all aspects above especially statutory requirements</p> <p>* Work in IATF certified Company</p>  |
| <b>Minimum Experience*</b> | 10 Years +  |
| <b>Location*</b>           | Pune  |
| <b>Compensation</b>        | 7 – 8 Lacs + /Annum based on candidate experience   |
| <b>Ref. No.</b>            | TL / HR & ADMIN   |
| <b>Location</b>            | Dyna-K Automotive Stampings Pvt Ltd. 6/J Block, MIDC Industrial Estate, Bhosari, Pune- 411026.  |
| <b>Application Link *</b>  | Upload resume through <a href="https://www.dynakstamp.com/career.html">https://www.dynakstamp.com/career.html</a>   |
| <b>Website</b>             | <a href="http://www.dynakstamp.com">www.dynakstamp.com</a>  |