

Job Description

Job title	:	Manager - HR & Admin
Reporting to	:	Head - HR & Admin
Reportees	:	Dy. & Asst. Managers
Location	:	Pune
Experience	:	15+ years

▪ **Purpose of the Position**

- Plan, organize and supervise the HR and Admin functions of the Organization.
 - Initiate, devise and implement HR strategies while improving processes and procedures within a demanding environment, deadlines and budgets.
 - Develop a motivated and flexible team by building working relationships and ensuring all Health, Safety and Environmental requirements.
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▪ **Major & Direct Responsibilities & Duties**

- Strategic HR Management
- Business Partnering
- Industrial Relations
- Transformation & Change Management
- Organization Development
- Organizational Design & Restructuring
- Capability Enhancement
- Compensation Management
- HR Value Proposition
- HR Budgeting & Forecasting
- ISO/IATF 16949 Compliance

▪ **Qualifications**

Should be Graduate/Masters in HR Management.

▪ **Work experience, skills and Personal Qualities**

Minimum 15 years of experience in HR Leadership role.

▪ **Functional and Behavioural competencies:**

1. Business Understanding
2. Strong leadership and managerial skills
3. Strong inter-personal skills (collaboration, communication, conflict handling, networking)
4. Ability to think and act with a strategic perspective
5. HR Analytics
6. Functional Excellence
7. Ethical Practice
8. Understanding of the strategic staffing/workforce planning/capability development process and its objectives
9. Global & Cultural Awareness
10. Understanding the function in the overall context of the business