

Job Title: Team Lead Statutory Compliances

Location: [Location]

Job Type: Full-Time

Years of Experience: 7

#### Job Summary:

We are seeking an experienced and detail-oriented Team Lead for Statutory Compliances to join our dynamic HR team. The successful candidate will be responsible for ensuring that the organization adheres to all relevant statutory regulations and compliance requirements. This role requires a deep understanding of labor laws, tax regulations, and other statutory obligations. The Team Lead will oversee compliance processes, manage audits, and provide guidance to the HR team on compliance-related matters.

#### Key Responsibilities:

- Responsible to Lead a strong team having objective of completion of Payroll Statutory Compliance related tasks as EPFO, ESIC, LWF, PT. in coordination with the respective Client.
- Providing Direction, guidance and support to team members to help them achieve their individual and team goals.
- Managing Team Schedule, delegating tasks and ensuring that deadlines are met.
- Mentoring, coaching, providing feedback to team members to help them grow and develop their skills.
- Identifying and resolving conflict and obstacles that may impact team performance.
- Ensure that the Team members have the necessary resources and support to perform their job effectively. The ideal candidate for this role should have strong leadership, communication and interpersonal skill.
- They are responsible of motivating their teammates as well as inspiring positive communication within them so that they can work together towards achieving goals.
- To assist HR & Statutory Compliance Manager in Manpower Planning, Recruitment , UTL, Sr. Analyst, Analyst for Statutory Compliance Department., Induction of New joiner. If any.
- Monitoring of team / desk work and to provide guidelines, assistance in case of any requirement by team member / line staff.
- To assist in the development performance and maintenance of the compliance activities of the organization with responsibility for the day to day activity of your team.
- Assist with the Compliance responsibility and obligation as of the organization, including development, performance & maintenance.
- To assure that preparation and submission of statutory challans under EPF, ESIC, LWF, PT etc.
- To assist in the recruitment of the team members, regards to the criteria. Interviewing employees, Compliance Analysts.
- Delegate authority and responsibility to team with supervision, accountability and review.
- Interact and cooperative with all members of the team and clients.
- You are responsible to maintain confidentiality in the Equipment / system, data and details, You are responsible for ensuring that the data, details and information used by the team , confidentiality is maintained and can be used / operated during working time.
- Meet your targets and those of the team as whole.
- Smooth running of the team
- Contribute to Training & Development of the team .
- Provide advice, guidance and support to the team with regards

#### Qualifications:

- LLB/LLM
- Minimum of 7 years of experience in statutory compliance, preferably in a leadership role.
- In-depth knowledge of labor laws, tax regulations, and other statutory requirements.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to manage multiple tasks and work under pressure.
- Proficiency in Microsoft Office Suite and HR compliance software.
- Strong attention to detail and organizational skills.

Preferred Qualifications:

- Master's degree in Human Resources, Business Administration, Law, or a related field.

How to Apply:

Interested candidates are invited to submit their resume and cover letter to [careers@paysquare.com](mailto:careers@paysquare.com) with the subject line "Application for Team Lead Statutory Compliance"

We are an equal opportunity employer and encourage applications from all qualified individuals.