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HR Manager/ Asst. Manager HR

Description

1. **Recruitment and Staffing**:
 - Develop and implement effective recruitment strategies to attract top talent.
 - Oversee the entire hiring process, from job posting to interviewing and selection.
 - Collaborate with department heads to understand and fulfill staffing needs.
2. **Employee Onboarding**:
 - Design and conduct comprehensive onboarding programs to integrate new hires smoothly.
 - Ensure new employees are familiar with company policies, procedures, and culture.
 - Facilitate training sessions to equip new hires with necessary skills and knowledge.
3. **Performance Management**:
 - Implement performance appraisal systems and conduct regular evaluations.
 - Provide feedback, coaching, and support to employees to enhance performance.
 - Identify and address performance issues promptly and constructively.
4. **Employee Relations**:
 - Foster a positive work environment through open communication and employee engagement initiatives.
 - Address employee grievances and resolve conflicts fairly and effectively.
 - Promote diversity, equity, and inclusion within the workplace.
5. **Compensation and Benefits**:
 - Develop and manage competitive compensation and benefits programs.
 - Conduct salary surveys and job evaluations to ensure market competitiveness.
 - Oversee payroll processes and ensure compliance with relevant laws and regulations.
6. **Training and Development**:
 - Assess training needs and develop programs to enhance employee skills and career development.
 - Organize workshops, seminars, and continuous learning opportunities.
 - Monitor and evaluate the effectiveness of training programs.
7. **Policy Development and Compliance**:
 - Develop, implement, and update HR policies and procedures.
 - Ensure compliance with labor laws and regulations.
 - Maintain accurate and confidential employee records.
8. **Strategic Planning**:
 - Contribute to the development of organizational goals and objectives.
 - Align HR strategies with business goals to support company growth.
 - Analyze HR metrics and trends to inform strategic decisions.
9. **Health and Safety**:

Employment Type

Full-time

Beginning of employment

Immediate

Duration of employment

Full Time, Permanent

Industry

Healthcare

Job Location

Karelibaug, Vadodara

Working Hours

10 am to 6 pm

Date posted

June 3, 2024

Valid through

31.08.2024

- Promote a safe working environment and ensure compliance with health and safety regulations.
- Implement programs to reduce workplace hazards and injuries.
- Provide training on safety protocols and emergency procedures.

10. **HR Technology Management**:

- Utilize HR software and systems to streamline HR processes and improve efficiency.
- Maintain data integrity and confidentiality within HR information systems.
- Leverage technology to enhance employee engagement and communication.

Qualifications

MBA in HR

MHRM

M.Com HR

MSW