

Job Code	
Job Location	Coimbatore
Industry Type	General Engineering / Heavy Machine shop
Functional Area	P&HR
Job Title	Associate / Junior Executive
Job Description	<p>1. Fulfilling all statutory regulations under various labor legislations like.</p> <p>(a) Factory Act (b) P.F Act (c) ESI Act (d) Payment of Wages Act (e) Bonus Act etc. and Liaison work with all Government agencies.</p> <p>2. Ensure all welfare provisions in unit are in order. such as,</p> <p>a. Canteen b. Uniform & Shoes c. Personal Protective Equipments d. Vehicle parking facility etc. e. Rest shed.</p> <p>3. Salary & wages administration.</p> <p>4. Dealing with workers union regarding day to day affairs.</p> <p>5. Ensure that following time office functions are order.</p> <p>a. Leave / Permission / OD submission b. Adhering to Attendance timing. c. Adhering to Overtime procedures d. Workforce Recruitment. e. Punch missing and Late coming Regulations</p> <p>6. Ensure that disciplinary procedure is in order.</p> <p>7. Training & Development in line with calendar.</p> <p>8. Co-operating with Corporate HR Team for Recruitment/ to Implement HR Initiatives / Policies</p> <p>9. Performing any other assignments allotted then and there by management</p>
Desired Profile / Skill Set	<p>Experience in Manufacturing sector</p> <p>Day to day plant HR activities</p> <p>Working experience in the plant having the systems likes TPM, TQM,QMS,5s,Lean</p> <p>Good negotiation skill</p> <p>People management skill</p> <p>Good communication skill</p> <p>Positive and Result oriented</p>
Education	MBA / MSW /MLM
Experience	2- 5 Years

Reporting	Head –Operations – For day to day affairs Corporate Head – P& HR – For policy implementations
Controlling	N/A
Compensation	Best in the Industry
Contact	P&HR Team
email	hrdcbe@yahoo.co.in