

Job Description

Position : Assistant Manager- HR
Years of Experience : Minimum 5 to 7 years
Qualification : MBA/MA in Human Resource Management

Hands-on experience in Human Resources Management
Software/ MS Office/ MS Outlook/Good Communication skill

ROLES AND RESPONSIBILITIES

1. Complete employment process including recruitment/hiring, onboarding, and training of new staff members and retaining talent
2. Employee engagement
3. Performance management
4. Design and implement company policies
5. Compensation and benefits
6. Development and training
7. Risk management
8. Audits and legal compliance