

**Job Title:** HR Assistant Manager  
**Location:** New Delhi  
**Reports to/Position Title:** Managing Director  
Senior Managers (*dotted line*)  
**Supervises:** Project staff across various project sites

**Role Requirements:**

**Overall Purpose/Broad Functions**

1. Responsible for full functions of Human Resources of the organization
2. Implement a Human Resources plan and personnel management policies and procedures
3. End-to-end process owner for Onboarding and Offboarding Processes
4. Process Owner for Health Insurance Management (Addition and Deletion) after Onboarding and Offboarding
5. Manage all company compensation (welfare & benefit) activity
6. Lead on the employee relations aspects of proposed changes to the business structure

**Key Roles and Responsibilities**

1. Manage end-to-end recruitment process to ensure business continuity in both head office and various clients' offices.
  - Update HR databases (e.g. new hires, separations, vacation and sick leaves)
  - Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes
  - Provide orientations for new employees by sharing onboarding packages and explaining company policies

- Maintain employee records (soft and hard copies)
2. Gather and coordinate data related to attendance and leaves for smooth payroll management **both offline and online using an automated system for SGL** to ensure employees are remunerated in accordance with the company's policy.
    - Facilitate payroll preparation by providing relevant data, like absences, bonuses, and leaves
    - Process employees' requests and provide relevant information
    - Generate monthly payroll and salary slips through the automated system and align Excel sheets prepared to the same
  3. Prepare various human resources-related reports and maintain staff records in accordance with company policy
    - Inform and support all stakeholders and guide them on matters related to SGL employees.
    - Prepare paperwork for HR policies and procedures
    - Coordinate HR projects, meetings and training seminars
    - If required, plan for PIP (Performance Improvement Plan) for employees – as an extension to probation or otherwise.
  4. Coordinate complaints - internal or external as per company policy, manage grievances, complete exit interviews and ensure full and final settlement.
    - Collate records pertaining to SGL employees across various clients.
    - Ensure safe keeping of personnel files during the employee's lifecycle.
  5. Ensure Labour Laws and other (company) legal compliances as applicable.
  6. Any other work assigned by the Employer.

*Qualification:*

Post Graduate Degree in Human Resource Management.

*Experience:*

At least 2-3 years of experience in Business HR in the IT industry. SGL will prefer a candidate with a results-based business-oriented person who is conversant with online automated HR and payroll management systems and who can manage change with ease.

**Location:** *Delhi*

**Compensation offered:**

- Up to 3.5 Lakhs per annum CTC

**Other Specific Requirements:**

- English and Hindi – both oral and written. Any other Indian language will be an added asset.

**How to apply-**

Interested candidates are invited to submit their resume along with a cover letter detailing their relevant experience and motivation to **contact@pmspl.net.in**