

**Date:** 06-June-2021

**Location:** Kashipur, Uttarakhand

**Company:** Lohaar engineering and construction pvt. Ltd.

**Job profile:** H.R

### **Job Responsibilities**

Support the development and implementation of HR initiatives and systems

Provide counseling on policies and procedures

Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process

Create and implement effective onboarding plans

Develop training and development programs

Assist in performance management processes

Support the management of disciplinary and grievance issues

Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements

Review employment and working conditions to ensure legal compliance

### **Summary of the H.R activities**

Responsible for performing clerical and administrative duties in an office setting. Assists executive assistants and secretaries by sorting mail, filing, answering phones, greeting clients, scheduling meetings, and restocking supplies.

### **Skills and qualification required**

Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)

Understanding of labor laws and disciplinary procedures

Proficient in MS Office; knowledge of HRMS is a plus

Outstanding organizational and time-management abilities

Excellent communication and interpersonal skills

Problem-solving and decision-making aptitude

### **Education**

BSc/BA/Mba and social studies or relevant field; further training will be a plus

