

Position: Assistant General Manager (Human Resources) – GSPL, GIGL & GITL

Principal Accountabilities:

1. Manpower Planning and Preparation of Annual HR Budget.
2. Design and Develop HR systems (which includes Recruitment, Training & Development, Performance Management, Compensation & Benefits and Career & Succession Planning, Exit Management, Employee Welfare and Benefits) in consultation with Head-HR & Admin.
3. Ensure effective implementation of HR systems, Policies and Benefits.
4. Conduct periodical reviews of HR policies and procedure and recommend corrective measure.
5. Implement technology solutions in co-ordination with IT team to improve HR data management.
6. Ensure and implement effective employee communication.
7. Ensure that the company adheres to the requirements of various applicable Labour Laws.
8. Represent Company in legal matters related with employees.
9. Evaluate and recommend HR outsourcing opportunities and identify potential vendors in co-ordination with Head-HR & Admin.
10. Implement mechanism to ensure proper HR management at Site in co-ordination with site manager.
11. Manage inter-departmental interface and provide expertise on employees related issues.

Person Specifications:

Indicative years of experience	Minimum 17 years
Industry / Area	The experience should be in similar capacity.
Age	Minimum 39 years and Maximum 49 years
Qualification	2 years full time regular MBA-HR/ PGDBM (HR)/MHRM/MSW/MLW from recognized/AICTE approved Indian University/Institute.
Any other	1. Fluency in Oral Hindi/Gujarati and in both Oral & writing English 2. Knowledge of labour laws.

Personality Profile:

Essential traits to function effectively in this job.

Traits	Definition
Leadership	Ability to influence group of employees to achieve business objectives.
Communication	Ability to communicate in professionally written and oral forms to all concerned.
Co-ordination	Ability to facilitate the activities involving various agencies/department.
Inter-personal Skill	Ability to establish rapport with the peer group to achieve results.

Shortlisting & Selection Criteria:

- Experience and Age as on date of advertisement shall be considered.
- Candidates fulfilling all the eligibility criteria, will be considered for further selection process.
- Depending on the number of candidates fulfilling all the criteria, candidates will undergo Single stage/Multiple stage selection process.
- In the event of number of applications being large, we will adopt shortlisting criteria to restrict the number of candidates to be called for further selection process to a reasonable number, by suitably raising the minimum eligibility criteria and on consideration of suitable profiles.