

Position: Manager – Personnel

Location: Delhi

Experience Required: 5-7 years

Specific Duties/Responsibilities:

- Maintain harmonious industrial relations and compliances under all the Statutory Labour Laws applicable to the business.
- Salary Administration: Monitoring of receipt of duty rosters, fixation of minimum wages, accuracy in Salary
- Legal Compliances:
 - Thorough knowledge of all labor laws according to state & central government rule.
 - Able to comply with the rulings with documentation & presentation
 - Returns of PF, ESI, Bonus, Renewal of license etc.
 - Insurance - Workman Compensations, Mediclaim of billed staff
- Client Relations: Facing compliance Audits and Handling Client escalation
- Work Force grievance management
- Industrial Relations: Assist in dealing with cases in Labour Office / Court
- Government Inspections: Keep the Documentation and Data updated in view of Govt. inspections of Labour/ESI/PF etc.
- Salary Rate Fixation: Proactively research about Rate revisions; coordinate with SD for setting rate revision from client and thus respective arrear calculations.
- MIS reports & Tracker: Update the department respective trackers and submit reports with in TAT.

Required Qualifications:

Education: Graduate or Post Graduate.

Communication Skills: The candidate must have good communication skills.

Ms Office: The candidate must additionally be technologically adept and possess excellent computer skills. He must have good Ms Office, Ms Excel skills, which will be necessary in the creation of various reports as necessary.