



Job Title: Dy. Manager -HR, Admin & Personal / Fire & Safety

Vacancies - 1 (Nos)

Location – Noida, Sec-145

Minimum Basic Qualification - MBA (REGULAR) in HR (Degree recognized by UGC)

Relevant Experience - Minimum 3 Years in a similar role.

Minimum Post Qualification Experience - 7 Years

Internal Budget - Scale: Dy. Manager (E3)

Expected CTC: 8 - 10 LPA (Commensurate with actual work experience)

Company Background:

IGL Genesis Technologies Ltd., a subsidiary company of Indraprastha Gas Limited, is setting up a Gas Meter Manufacturing factory in Noida, UP. The company's products and technology are an integral part of products used in every major city gas distribution company. Learn more at www.iglgenesis.com.

Position Overview:

This role will be responsible for leading the Industrial Relations and HR matters, including but not limited to partnering with all the teams to manage positive employee relation on the shop floor and office staff, ensuring all organizational policies are well drafted, understood and implemented in the plant, managing the contracted workers, ensuring all HR and contractor compliances, liaising with local & Government authorities. The selected candidate will work closely with the Plant Head, Production Manager and other plant teams on building harmonious employee relations, building talent & organizational excellence and succession planning.

Responsibilities & Key Result Areas:

- i. Develop, review and implement HR, IR and Admin related policies including but not limited to performance appraisal, promotions, incentives, employee welfare etc.
- ii. Recruitment of regular and support staff as per fixed and floating requirement of the company.
- iii. Put systems and processes in place in all the areas and end-to-end contract labour Management.
- iv. Desired candidate must have experience of handling team of minimum 50 people.
- v. The incumbent shall be responsible for ensuring the plant is always fully compliant on HR and statutory requirements as per Factories and Shop & Establishment Act etc.
- vi. Incumbent will ensure proper liaison with the labour & local Administration including statutory authorities, as required and in accordance with organization policies and code of conduct.
- vii. Ensuring compliance with all staff, labour and support staff related statutory requirements and timely filing of all periodic returns, forms and information.

- viii. End to end management of Industrial Relationship, to handle & manage the stakeholders for ensuring disruption free & smooth running of operations.
- ix. Maintain a positive environment, and addressing all employee and worker grievances proactively including but not limited to wage settlements, holding work committee meetings, closing the loop on discussed actions, managing the discipline and productivity related situations on the shop floor.

Required Skills:

- Strong knowledge of MS Excel, Word and PowerPoints.
- Ability to work in a computerised set up e.g. ERP.
- In-depth knowledge of statues, rules & regulations pertaining to labour and factory matters.
- Good communication, drafting and presentation skills.
- Ability to work under pressure and meet tight deadlines.
- Problem solving attitude, adaptability to diverse situations and changes along with continuous improvement of work practices and processes.

Preferred:

- LLB degree.
- Certifications in HR/IR
- Working experience of Noida/Gr. Noida/Ghaziabad/ Delhi.

If you meet these requirements and are seeking a challenging and rewarding role, please apply with your resume and cover letter. We look forward to welcoming a dedicated and skilled professional to our dynamic team.