



Job Title: Manager HR & Admin

Vacancies- 1 (Nos)

Location: Delhi, Noida

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

Minimum Post Qualification Experience- 10 Years

Relevant Exp- Minimum 2 Years in a similar role.

Post Qualification Experience- 15 Years.

Company Background:

IGL Genesis Technologies Ltd. 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. We are headquartered in New Delhi and a subsidiary of Indraprastha Gas Limited. 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 a great employee experience, ensuring all organizational policies are well understood and implemented in the plant, managing the contracted workers, ensuring all HR and contractor compliances, liaising with local & Government authorities and setting up the best HR & Industrial Relation work practices at our Plant.
- To lead the HR of the company. The ideal candidate will work closely with the Plant & Factory Manager and plant teams on building harmonious employee relations and build talent and organizational excellence, plan succession & leadership development.

Responsibilities & Key Result Areas:

1. Develop and review HR, IR and Admin related policies including but not limited to performance appraisal, promotions, incentives, employee welfare etc.
2. Recruitment of regular and support staff as per fixed and floating requirement of the company.
3. Put systems and processes in place in all the areas and end to end contract labour Management.
4. Desired candidate must have experience of handling team of minimum 100 people.
5. The incumbent shall be responsible for ensuring the plant is fully compliant on HR and statutory requirements as per Factories and Shop & Establishment Act etc.
6. 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.
7. Ensuring compliance with all staff, labour and support staff related statutory requirements and timely filing of all periodic returns, forms and information.
8. End to end management of Industrial Relationship, To handle & manage the stakeholders for ensuring disruption free & smooth running of operations.



9. 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:

1. A strong decision making and problem-solving ability based on facts, knowledge and experience after considering viable alternatives.
2. Problem solving attitude, adaptability to diverse situations and changes along with continuous improvement of work practices and processes.
3. Proficient in leveraging technology and in using excel sheets, presentations, whitepapers and working with reporting software.
4. Excellent drafting and communications skills.
5. Minimum MBA(REGULAR) in HR degree with Well-rounded experience of 4 years as HR, IR manager/Plant Head in manufacturing industry.

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.