

GRAVITY INTEGRATES PVT. LTD.

Services that nurture trust

(ISO 9001 : 2015 & ISO 27001 : 2013 Reg. Company)

Human Resource Development & Administration

Job Description

Designation:	Suitable Designation in HR	Job Location:	Raipur
Department:	HRD & Administration	Grade/ Level:	Level 4/5
Reporting To:	GM	Direct Reportees:	
Purpose Of the Position:			
<p>He / She is responsible for designing and implementing HR programs and policies that help company leaders better manage the workforce. Under the umbrella of HR responsibilities are several key areas such as Talent Acquisition & Management, Compensation & Benefits, Training & Development, Payroll & statutory Compliance, Appraisals, strategic implementations, Policy making and administration etc. that have a particular focus and drive value for companies in specific ways.</p>			
Responsibilities:	<ul style="list-style-type: none"> • To act as a strong communication pillar between management and the employees. • To look after designing and effective implementation of the protocols and procedures aligned with the company's goals. • To look after Manpower planning, hiring and talent management for each department. • Payroll & Statutory Compliance. • Attendance management & Employee files management • Performance Management & Appraisals administration. • Planning Compensation & other Benefits. • Office Communications- Circulars, Notices, Warnings • Managing Training and Skills Development programs. • Effective participation in Strategic activities like aligning Goals with manpower performance, designing & implementing new business expansions. • Supervising Employee Engagement (arranging office parties/Birthdays/picnics/Festivals/ social & welfare activities) • Employee Grievance handling. • Supervising Office Housekeeping & Office Administration 		
Experience Required	<ul style="list-style-type: none"> • Min 3 to 5 years in HR Operations and Recruitment. (Generalist) 		
Desired Behavioral Skills:	<ul style="list-style-type: none"> • Disciplined, patient and systematic working style • Good listening, speaking, observing and writing skills • One who can understand team & responsibilities well 		

Desired other Skills:	<ul style="list-style-type: none"> • Excellent MS Office Suite (Word, Excel, PowerPoint), Emails • Informative Web Browsing, Social Networking: Facebook, Linked In, Twitter • Command in English & Hindi
Desired Personality Traits	<ul style="list-style-type: none"> • Proactive leader, smart and a problem solver. • Strong Team Handling and management skills. Strong personality to work under pressure.
Education:	Any Graduate with MBA/Masters in Personnel Management or HR.