**Designation / Position** - HR Manager

**Job Description –**

**Work Experience Required**- 7-8 Yrs

**Qualification**- MBA or equivalent degree

1. Develop and implement HR strategies and initiatives aligned with the overall business strategy

2. Bridge management and employee relations by addressing demands, grievances or other issues

3. Manage the recruitment and selection process

4. Support current and future business needs through the development, engagement, motivation and preservation of human capital

5. Develop and monitor overall HR strategies, systems, tactics and procedures across the organization

6. Nurture a positive working environment

7. Oversee and manage a performance appraisal system that drives high performance

8. Maintain pay plan and benefits program

9. Assess training needs to apply and monitor training programs

10. Report to management and provide decision support through HR metrics

11. Ensure legal compliance throughout human resource management