

## Human Resources (HR) Manager Job description

COMPANY NAME	GK RICKSHAW LTD.
JOB LOCATION	DELHI ROAD MORE,BAIDYABATI,HOOGHLY
NO OF YEARS' EXPERIENCE	2-4
CTC	1,20,000-2,50,000

### Job brief:

We are looking for a skilled HR manager to oversee all aspects of Human Resources practices and processes. You will support business needs and ensure the proper implementation of company strategy and objectives. The goal is to promote corporate values and enable business success through human resources management, including job design, recruitment, performance management, training & development, employment cycle changes, talent management, and facilities management services

### Responsibilities:

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

- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Report to management and provide decision support through HR metrics

### Requirements:

- ☑ Proven working experience as HR manager
- ☑ Knowledge of HR systems and databases
- ☑ Ability to architect strategy along with leadership skills
- ☑ Competence to build and effectively manage interpersonal relationships at all levels of the company
- ☑ In-depth knowledge of labour law and HR best practices

