

<b>Position</b>	<b>HR Personnel</b>
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Manpower planning / Talent Acquisition &amp; Retention / preparation of Organization Charts &amp; identifying the manpower gaps by discussion with the concerned persons.</li> <li>• Manpower Need Analysis, Sourcing Candidates through job portals, consultancies, direct application, advertisements, campus recruitment.</li> <li>• Coordinating Interviews and Negotiation with the Candidates.</li> <li>• Preparing Fitments, &amp; issuance of Offer Letter, Appointment Letter to the respective selected candidates.</li> <li>• Responsible for handling Joining Formalities, Orientation of employees.</li> <li>• Quality &amp; Environment Management System – Implementation related to HR, managing employee relations &amp; Organisation climate/ disciplinary matters.</li> <li>• Employee welfare initiatives.</li> <li>• Should have ability to work with limited supervision &amp; think logically for interpreting &amp; analyzing problems related to employee issues &amp; provide solution.</li> <li>• Maintaining management guidelines by preparing, updating &amp; recommending human resource policies &amp; procedures.</li> <li>• Maintaining MIS – Historical HR records by designing a filing &amp; retrieval system – archive system. Keeping proper catalogue of past &amp; present records.</li> <li>• Counseling employees as &amp; when required.</li> <li>• Conducting HR audit authenticating all documents related to employment / salary statements / policies, etc.</li> <li>• Periodical visit to project sites – grievance handling.</li> </ul>
<b>Desired candidate profile</b>	<ul style="list-style-type: none"> <li>• Experience in Real Estate/ Construction/ Infrastructure sector is preferred.</li> <li>• Excellent Communication, interpersonal &amp; high networking skills.</li> <li>• Pleasing personality.</li> <li>• Should be familiar with all statutory laws related to the industry &amp; employees.</li> <li>• Superior interviewing &amp; negotiation skills.</li> <li>• Conversant with ERP &amp; hands-on in MS Excel report preparation.</li> </ul>
<b>Experience</b>	5 - 6 years
<b>Industry Type</b>	Real Estate, Construction, Infrastructure
<b>Role</b>	Executive / Sr. Executive/ Assistant Manager
<b>Functional area</b>	Human Resource
<b>Education</b>	Any Graduate/ MBA – HRM from University / Institute of repute.
<b>Compensation</b>	Best in the Industry
<b>Location</b>	Kolkata