



## **Human Resource Manager**

Job Title: Human Resource Manager

Type: Full Time

Location: Salt Lake, Sector-3, Kolkata.

Remuneration: We offer a competitive salary and benefits package, with remuneration being flexible based on experience and qualifications.

### **Responsibilities**

The Human Resources Manager will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices. This role is pivotal in shaping the company's employee relations strategy and ensuring the organization remains compliant with labor laws and regulations.

#### **Key Responsibilities:**

##### **Recruitment and Staffing:**

1. Manage the recruitment process, including job postings, resume screening, interviewing, and selection.
2. Collaborate with department managers to understand skills and competencies required for openings.

##### **Employee Onboarding and Offboarding:**

1. Conduct new employee orientations and ensure a smooth onboarding process.
2. Manage exit interviews and offboarding procedures to identify areas for improvement.

##### **Compensation and Benefits:**

1. Oversee payroll functions and ensure accurate and timely processing.
2. Administer employee benefits programs, including health insurance, retirement plans, and other perks.
3. Conduct compensation benchmarking and reviews to ensure competitive pay practices.

##### **Performance Management:**

1. Develop and implement performance evaluation programs.
2. Provide guidance and support to managers on employee performance issues and development plans.

##### **Training and Development:**

1. Identify training needs and coordinate employee development initiatives.
2. Promote a culture of continuous learning and professional development.

**Employee Relations:**

1. Foster a positive and inclusive work environment.
2. Address employee grievances, mediate disputes, and resolve workplace conflicts.
3. Ensure compliance with company policies and labor laws.
4. Ensuring smooth operations of employee.

**Skills**

1. Leadership and team management skills.
2. Strong analytical and problem-solving abilities.
3. Exceptional organizational and time management skills.
4. Ability to adapt to the needs of the organization and employees.

**About us:**

Mahesh Engineering Works is a leader in the recycling industry, specializing in the recycling of Lead Acid battery scrap to produce Lead ingots. We are committed to environmental sustainability and compliance, adhering to the principles of Extended Producer Responsibility (EPR). Our sister company, MEW Consultants, provides EPR consultancy services to recyclers and producers.

Interested candidates are invited to submit their resume at [hr@mewconsultants.com](mailto:hr@mewconsultants.com) contact on +91 9147413115.