

Assistant Manager – HR and Admin

➤ **Minimum Qualification:**

- **Essential:** Full time Post Graduate Degree in MLW or MHRM stream or MBA (HR) from any of the Universities established or incorporated by or under the central or state Act in India; or any other educational institution recognized as such or declared to be deemed as a University under section 3 of the University Grants Commission Act, 1956.
- **Experience:** Candidates should have minimum 7 years post qualification experience in relevant field from any Public/Private Company or Govt./ Public Sector Organization

➤ **Age:** Less than 40 years

➤ **Roles & Responsibilities:**

- End to End Recruitment activities for GIL and other GoG Department
- Have complete knowledge of IR, and all HR related compliance
- Forming and maintaining employee records.
- Updating databases internally.
- Have complete knowledge strategic workforce planning.
- Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides.
- Can handle performance management system for all GIL & related offices employees
- Can handle complete training process, need assessment, Program Design and Delivery and Evaluation and Reporting
- Preparing and drafting all amending where necessary HR documents, notes, minutes, etc
- Reviewing and renewing company policies and legal compliance.
- Transportation arrangement for GOG & GIL officials and staff
- Ensuring Printing work in newspapers
- Stock and assets management
- Coordination with vendors on GeM portal
- Knowledge of GeM portal from buyer side
- To ensure general maintenance and Maintenance of Systems & Electronic devices in GIL and other related GoG offices

- Ensure end to end Security staff process
- Ensure end to end Housekeeping process
- Ensure Electricity, telephone bills paid for GIL & related offices
- Maintain receipts of Petty cash
- To ensure all process of training and development
- Event management
- To support & guide in End to End Tender process of Administration
- Any other work directed by authority

➤ **Skills:**

- Interpersonal Skills
- Excellent oral and written communication
- Problem solving skills (conflict Management)
- Teamwork
- Organizational ability