

4. CRITICAL ACCOUNTABILITIES

(List the accountabilities/duties associated with the job and the major activities associated with each accountability)

Critical Accountabilities:

<p>Implement and improve existing compliances to statutory requirements and liaise with Statutory Bodies for timely closure of all issues</p> <ul style="list-style-type: none"> - Implement and administer company's benefit plans for all employees. - Maintain all personal policies and procedures and provide guidance and interpretation to staff - Act as a consultant to managers and staff regarding policies and procedures. - Maintain in depth knowledge of legal requirements related to HR, reducing legal risks and ensuring statutory compliances - Review and forward all the returns pertaining to statutory requirements and legal acts applicable to company to ER department for onward submission. - Coordinate for renewal of Factory license every year - Liaising with the government authorities for timely closure of statutory issues in coordination with ER team
<p>Coordinating for key HR initiatives to ensure their smooth implementation</p> <ul style="list-style-type: none"> - Arranging for Focus Group Discussion and implementation of Plan of Action as approved by Management Committee for GPTW Results. - Arranging for Awareness workshops on PMS Process and variable pay scheme. - Coordinate the performance evaluation procedure to ensure PMS timelines are adhered to - Coordinating and conducting job evaluation to some employees - Coordinating and collecting KPIs for HOD and HOD – 1. - Act as Point of Contact (POC) for all employee grievances pertaining to HR Policies and systems - Consult with line management providing HR guidance when appropriate.
<p>Responsible for day-to-day HR Operations activities</p> <ul style="list-style-type: none"> - Collecting all choice pay related documents for reimbursement and coordinating with payroll team for payment. - Helping employees save tax by advising them on Tax benefit plans and other investment options - Approving all travel requests, travel claims, Gifts & Hamper claims, as per company policy in SAP and coordinating with accounts department for payment. - Planning events or activities regularly like sending birthday greetings to employees, and conducting Birthday parties monthly and conducting get-together parties after due approval of senior management - Coordinating for invites and arrangements pertaining to Town Hall meetings

5. KEY CHALLENGES

(Describe the major challenges the role holder faces on an on-going basis in carrying out his/her job).

<ul style="list-style-type: none"> ➤ Breadth of Responsibility ➤ Implementing best HR Practice ➤ Finding that fine balance between being organized but highly adaptable. ➤ Having an unwavering commitment to implementation. ➤ Constant innovation
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6. KEY INTERACTIONS

(Describe the job roles that the role holder interacts with inside or outside the company to enable him/her to meet their accountabilities and the key expectations from these interactions. Also mention the nature of the interaction).

Internal	Nature
Top Management	Approval on employee engagement activities, adherence to Sembcorp HR standards
All departments at SGPL & TPCIL	Spread awareness regarding HR Policies
Payroll Officer	For payroll related data and documentation
External	Nature
Statutory Bodies like Labour Dept., Factories Department,	Interact with statutory bodies to understand the new amendments in laws, Submission of returns.
External Auditors	Audit HR regulation compliance
Labour Welfare Fund, Employment Exchange	Submitting Labour Welfare fund and ER returns for smooth functioning of site and employee welfare

7. KEY DIMENSIONS

(List the significant numerical data which will reflect the scope and scale of activities concerning this job. Also indicate some of the significant volumes associated with the job like number in team/ staff handled etc.).

Total Team Size	4
Number of plants handled	2

8. JOBHOLDER REQUIREMENTS

(State the minimum acceptable proficiency for this job which best indicates the education and/or experience requirements of this job and not the incumbent).

Qualifications: - MBA/PGDM in HR
Experience: - Minimum 3 – 5 years of experience in Human Resource Generalist role in large scale industry.
Other Technical Skills: - Expertise in Labor Laws and statutory compliance - Manpower Management - Good in Liasoning

9. COMPETENCY AND ATTRIBUTES

- Communication skills - Presentation skills - Interpersonal and grievance handling skills - Organized and self-motivated - Analytical skills

- Experienced candidates from our Alumni: – with a minimum of 2 to 5 years and Salary is not a constraint for the Experienced and deserving Candidates
- Freshers can be considered for Management Trainee (Salary Rs. 6 LPA)

Location: Nellore

Last date to apply: 16/05/2022, and applications have to be sent to--
<srinivas.pandala@sembcorp.com>