

# WE ARE HIRING

**Position:** Dy. Manager / Manager / Sr. Manager-HR & Administration (Greenfield Project)

**Location:** Gujarat (India) | **Industry Sector:** Pharmaceutical | **Annual CTC:** Upto 15 L

**About the Company:** They are a WHO GMP & ISO 9001:2008 Certified company with state of the art plant located in Faridabad, some 30 kms from New Delhi. Spread over more than 125000 sq ft floor area, manufacturing a large variety of finished formulations covering all dosage forms. They manufacture a wide variety of pharmaceuticals, across the spectrum, to include Antibiotics – Antibacterials, Cardiovascular, Antidiabetics, Gastrointestinals, Cough & Cold, Anxiolytics & Antidepressants, Analgesics – Anti Tubercular, Anti-Inflammatories, Antivirals, Antifungals, Anthelmintics, Anti protozoals, Antimalarials, Corticosteroids, Antihistaminics, Nutritional supplements and others. They have their presence in more than 32 countries across South East Asia, Africa, Latin America and CIS regions. With its' own offices in Vietnam, Myanmar, Cambodia, Ethiopia and Costa Rica, they are planning to start its operations in US & Europe market as well. Coming up with a USFDA plant near Vadodara in Gujrat.

**Purpose:** To provide employee relations advice, HR support and facilitate development of sustainable employee relations practices in Greenfield Project in Gujarat and reporting to Project Head.

Roles and Responsibilities include:

## ■ Staffing and Recruitment:

- Builds and maintains an organizational structure and staffing levels at location to accomplish company goals and objectives.
- Works in coordination with Head of the departments and Planning Department to plan manpower and to implement the manpower planning system (Inform) in accordance with company policies and legal procedures.
- Creates the employment agreement policies including definite, indefinite, part -time, and seasonal, confidentiality agreements, etc.
- Prepares and follows the staffing budget in accordance with business objectives and business plan, makes suggestions to reduce staffing costs. Plans recruitment that meet the company needs (Greenfield).
- Determines competencies, qualifications, job descriptions and key performance indicators based on each job.
- Ensures that the quantity and quality of manpower is suited for long term requirements.
- Provides effective orientation plans applied for new recruited employees.

## ■ Legal Statutory Compliance and Governance:

- Vetting and Entering Contracts with Vendors, Customers, Service Providers, Dealers, Employees, Non Disclosure Agreements.
- Should offer a strong internal control and corporate governance background, leading in integrity and ethics matters to emphasize governance as a value driver.
- Liaising with Government agencies like PF office, ESIC, Labour Commissioner, Municipal Corporation, Industrial Development Corporation, State Pollution Control Board, Ministry of Environmental & Forests (MOEF), Central Electricity Authority(CEA), Collector/Directorate of Town planning, Chief Inspector of Factories and Police Commissioner Office.

## ■ HR Operations:

- Adherence towards standard operating procedures (SOPs).
- Providing high quality people administration, accurate time office and payroll service.
- Provides the personnel files, regulations and procedures, acts, salary documents and all other files/documents kept and archived in order and safe with high confidentiality. Monitors the attendance of employees and reports it to management regularly through HRMIS.
- Submits reports including turnover, staff number and personnel costs, demographic structure of employees, reasons of leaves, etc. periodically to executive managers.
- Ensures that employees are following personnel procedures and regulations.

## ■ Industrial Relations:

- Define the strategy on labour relations and correct execution for the Greenfield Project.
- Provide guidance and support regarding the labour relations assuring labour laws compliance.
- Constitution and its effective functioning of various welfare committees.
- Establishing and maintain good relationship with the government and local authorities.
- Grievance Management, Employee issues and facilitates resolution of grievances with a view to ensuring industrial harmony and positive discipline.
- Contract Labor Management and managing off roll employee.
- Adherence of all applicable statutory compliance (Environment, Health and Safety etc.)
- Impart adequate knowledge of labor laws to the line managers. And advice line managers on employee discipline and disciplinary actions and facilitate disciplinary actions whenever required.

#### ■ **Facility Management:**

- Co ordinate of all the facilities like Canteen, Housekeeping, Transport, Travel, security etc.

#### ■ **Performance Management System:**

- Maintaining effectively PMS within assigned timeframe.
- Integrate the key elements of PMS, IDP, competencies, succession and career planning, reward and recognition and compensation system.
- Enabling FH/HOD to appraise and counsel employees during appraisal process and also post appraisal counseling.

#### ■ **Learning and Development:**

- Training needs identification.
- Compilation of monthly training calendars and ensuring its effective implementation.
- Facilitating for Individual Development Plan (IDPs).
- Formulate a training budget for the business unit, getting its approval from the management and adherence towards the same during the financial year.

#### ■ **The ideal candidate should have / be:**

- Must be a Fulltime MBA (HR)/MSW Candidate.
- Work Experience of anywhere between 8 -12 years experience (60% HR - 40% IR).
- Preference would be given to the candidates from pharmaceutical manufacturing industry.
- Having been worked in a Greenfield Project will be preferred.
- Language - Gujarati speaking is MUST.
- Strong in statutory compliance practices with proven track of implementing the same.
- Should be proactive and assertive.
- Excellent communication & interpersonal skill.