

## **Job Description – HR Manager**

Department: Human Resources

Location: Kanpur

Employment Type: Full-time

### **About the role:**

We are seeking an experienced and proactive **HR Manager** to oversee all aspects of human resources in our organization. This role will be responsible for managing the entire HR function end-to-end—including talent acquisition, payroll, compliance (ESI, EPF, Insurance), employee engagement. The ideal candidate should be hands-on, people-oriented, and capable of aligning HR strategies with business goals.

### **Key Responsibilities**

- **Recruitment & Talent Acquisition**
  - Manage full-cycle recruitment (sourcing, interviewing, onboarding).
  - Develop effective employer branding and hiring strategies.
  - Ensure seamless onboarding & induction processes.
- **Payroll & Compliance**
  - Oversee payroll processing accurately and on time.
  - Manage statutory compliance including **ESI, EPF, Gratuity, and Insurance**.
  - Maintain HR records, employee files, and ensure compliance with labor laws.
- **Employee Relations & Engagement**
  - Act as the first point of contact for employee issues, grievances, and conflict resolution.
  - Drive employee engagement initiatives to improve morale and retention.
  - Foster a positive work environment aligned with company values.
- **HR Policies & Administration**
  - Develop, review, and implement HR policies, procedures, and handbooks.
  - Ensure discipline, performance management, and grievance redressal.
  - Oversee exit processes including clearance, feedback, and documentation.
- **Performance & Development**
  - Manage performance appraisal systems and ensure timely reviews.
  - Identify training needs and coordinate learning & development programs.
  - Support leadership in workforce planning and succession management.

### **Qualifications & Skills**

- Bachelor's / Master's degree in Human Resources, or related field.
- 5+ years of HR experience with exposure to end-to-end HR functions.
- Strong knowledge of ESI, EPF, Payroll, Insurance, and HR compliance.
- Excellent interpersonal, problem-solving, and conflict resolution skills.

- Ability to work independently and manage sensitive employee issues with confidentiality.
- Strong organizational and leadership skills.