

ISE–Suzuki Egg India Pvt. Ltd. HR/Admin. manager job description

We are looking for a strong and experienced HR/admin Manager to oversee all aspects of human resources practices and administrative management within Ise–Suzuki Egg India.

The required responsibilities involve managing activities such as recruitment, employee relations, performance management, training & development and talent management. In addition, he/she will manage office administrative works to keep pleasant office environment.

Responsibilities

- Manage Ise Foods' HR strategies and initiatives aligned with the overall business strategy and well coordinate with COO and Tokyo office.
- Initiate recruitment and complete hiring process according to Ise Foods system.
- Bridge management and employee relations and watch their attendance and diligence.
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital
- Nurture a positive working environment.
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program, design incentive scheme for Business Development
- Ensure legal compliance throughout human resource management.
- Support office administrative works such as preparing for the business card, supply design plan, purchase of office stationery and equipment, to make overall working environment pleasant.
- Manage BD team to collect payment in timely manner.

Requirements and skills

- ✓ Proven working experience more than 5~7 years as HR Manager and admin at preferably global corporation or India's large corporation (Critical factor)
- ✓ In-depth knowledge of HR systems, wage structure and databases, In-depth knowledge of labor law in India and HR best practices (Critical factor)
- ✓ Experience to design sales incentive scheme, HR policy design/revision, performance appraisal that links with wage raise (Critical factor)
- ✓ Degree in Human Resources or related field, On campus undergraduate or post graduate
- ✓ Ability to architect strategy along with leadership skills
- ✓ Strong in English, both in writing, and speaking
- ✓ Ability to create accurate reporting and documentations.
- ✓ Excellent in time management and communicate effectively at all levels.

Workplace: Noida, UP

Report to COO

Female candidate most welcome!