



OFFICER / ASSISTANT MANAGER – HUMAN RESOURCES

No. of Positions : One(1)

JOB RESPONSIBILITIES :

- Administration of payroll, wages, employee benefits, etc
- Ensure Statutory Compliances in respect of Wages, Salaries, etc.
- Compile statistical data and create/prepare reports and analysis using the existing systems and records.
- Develop and maintain appropriate records and systems
- Handling the above jobs in ORACLE based Computer environment
- Training
- To support all HR activities
- Employee Relations
- Interaction with Government Authorities, Departments, etc.

QUALIFICATION:

Degree in any discipline and professional HR / Personnel Management qualification (preferably an MBA)

EXPERIENCE

Officer level – 2-4 years

Assistant Manager level – 5-7 years

working experience in various HR processes, preferably with an industrial background. Persons having good communication and interpersonal skills, computer literate and ability to interface with employees across all levels, will be preferred. Person should be willing to work according to work exigencies.

AGE

Officer level - preferably around 28-32 years

Assistant Manager level - preferably around 30-35 years

GENERAL:

- Preference will be given to SC/ST/OBC candidates. Relaxations will be as per Government directives.
- Remuneration will be commensurate with experience and qualifications and relaxation in age, qualifications, experience, etc., will be made only in the case of deserving candidates.
- Those working in Govt./ PSU should apply through proper channel or produce a No Objection Certificate from their present employer at the time of Interview, in case they are short-listed. Incomplete application forms shall be liable for rejection.

Eligible candidates should forward their applications to GM(HR&ICT), Biecco Lawrie Limited, P-54 Hide Road Extension, Kolkata 700 088 within fifteen (15) days from the date of publication of the advertisement.