

## Senior Manager/ Chief Manager - IR & Admin

### Tvoji zadaci

#### A. Industrial Relations & Employee Engagement

- Maintain peaceful and productive Industrial Relations across plant operations, ensuring no loss of man-hours due to disputes or breakdown of communication.
- Build and maintain excellent relationships with internal and external stakeholders to ensure smooth plant functioning.
- Lead and participate in Long-Term Wage Settlements (LTWS) and coordinate effectively with the Works Committee.
- Facilitate healthy agreements between management and employees through proactive negotiation and communication.
- Organize structured communication channels to keep blue-collar employees motivated and aligned with company goals.

#### B. HR Budgeting & Cost Management

- Operate within the HR & Welfare budget, ensuring optimal utilization of resources.
- Initiate and implement cost-reduction measures through rationalization of manpower, systems, and processes.
- Conduct industry benchmarking for IR and HR practices to ensure competitiveness.

#### C. Manpower Planning & Talent Development

- Assist Head-HR in implementing annual and long-term manpower rationalization plans in alignment with business volumes and new technologies.
- Support multiskilling initiatives and workforce optimization for productivity enhancement.
- Organize Training & Development programs for blue-collar employees as per the annual plan and maintain records, evaluations, and training budgets.
- Facilitate continuous improvement in talent development on the shopfloor, supporting skill-building frameworks.

#### D. HR Operations & Strategic Support

- Support the Head-HR in formulating HR strategy, planning, and developing accurate HR analytics and database.
- Promote company culture across plant employees through respect, protocol adherence, and reinforcing company values.
- Contribute to achieving Quality Certification objectives by adhering to HR procedures and documentation.

#### E. Statutory Compliance, Health & Safety

- Ensure full compliance with Industrial Laws, including the Factories Act (1948) and applicable State Rules.
- Oversee proper functioning and documentation of the Occupational



ID posla  
**REF7130U**

Sektor  
**Ljudski resursi**

Lokacija  
**Gurgaon**

Liderski nivo  
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Health Centre as per statutory requirements.

- Ensure effective implementation of Health, Safety, and Environment (HSE) policies across the plant.

#### **F. Vendor & Contract Labor Management**

- Oversee performance and utilization of contractual services such as Security, Housekeeping, and Canteen staff.
- Lead the plant's security systems, estate management, and transport management activities.
- Ensure proper scrap management, hazardous waste removal, housekeeping, and adherence to environmental guidelines.

#### **Tvoj profil**

Candidate with MBA/PGDM/MSW with 14-18 years of relevant HR & IR experience in the Automotive / Manufacturing sector. Hands-on experience managing plant-level IR, blue-collar workforce engagement, and negotiations. Strong Industrial Relations expertise and experience handling unions and settlements. Strong understanding of productivity improvement measures and workforce efficiency models. Sound knowledge of statutory compliances and labor laws.

#### **Naša ponuda**

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