***One of India’s leading producers of fertilizers and industrial chemicals,***

We are transforming our business through focus on Collaboration beyond boundaries, Relentless Focus on Results, Innovation, and unflinching commitment to deliverables and promises.

We are looking for individuals who enjoy working outside their comfort zone and are ready to accept challenges. We believe in achieving excellence in whatever we do. For this we provide a great degree of support through a combination of best of the systems & processes, employees’ capability building and their well-being.

We also place a considerable weightage to individuals who are proactive & self-motivated and have good inter-personal & social skills and have the ability to work in teams.

**JOB DESCRIPTION**

*Designation: Sr. Manager/AGM-HR Function: Welfare Officer*

*Location: K1 Taloja Sector: Manufacturing*

* *Purpose of the Job:* To establish Reputation & Brand of Organization and also responsible for building healthy and strong employee relations in K1, Functioning of Contract labour Management , Mathadi & PF related activities and Statutory compliance and legal matters.

**Overview/ Responsibilities: As a < Sr. Manager/AGM>, you will be expected to:**

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| --- | --- |
| ***Key Accountabilities for the position*** | ***Major Tasks for the position*** |
| * To act as a negotiable agent, who will handle grievance of workers, individually or collectively. Also bring to the notice of the factory management the grievances of workers, individual as well as collective, with a view of securing their expeditious redress and to act as a liaison officer between the management and labour.
* To watch industrial relations with a view of using his influence in the event, gather information, intelligence & provide relevant and important information to local management
* To make action plan which will serve to raise the standard of living of workers and in general promote their well- being
 | * Statutory compliance of all contract labour
* To educate employees ( workmen ) on company policies , rules & regulations and also mark its implementation thoroughly
* To make legal drafts for disciplinary actions, coordination & follow-up with advocates/legal advisors , attending court matters
* PF claims & PF related activities of all employees and new joinees
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| ***Educational Qualifications*** | ***Total years of experience*** |
| 1. Graduate with labour laws, LLB, MLSb. a Degree or Diploma in Industrial Relations and Personnel Management covering Labour Welfare, as special subject.c. Should have knowledge of regional language.
 | 12-15 years of relevant experience |
| ***Technical /Functional Expertise:***  |  |
| * Negotiation skills
* In-depth knowledge of labour laws and Govt. policies affecting labour relations
* Knowledge of the Companies policies and procedures

Knowledge of OD interventions to improve employee productivity |  |