

Job Description (JD)

Company Name	Markolines Group	Location	Navi Mumbai
Name of Employee		Employee Code	
Designation	GM HR & Admin	Date of Joining	
Department	HR & Admin	Immediate Reporting	CFO
Functional Reporting		Remarks (if any)	

Job Description
HR Policies for the Company

- In consultation with appropriate stakeholder groups, develop, design, direct the implementation, deployment, monitoring & review of HR systems, processes and programs across the company and projects
- Ensure integration of HR systems, processes and programs with company operations, legislative and statutory requirements.
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Implementation of HRMS tool in the company
- Preparation of annual HR budget and control of the same to meet company objectives

HR Compliances

- Development of overall statutory compliance framework and management
- Ensure adherence to applicable statutory laws and regulations
- Ensure Process and reporting of compliance

Talent Acquisition

- Design and development of Talent Acquisition strategy for the company
- Ensure fulfilment of Talent requirement as per Manpower Requisition within prescribed time
- Design and implement employee induction and orientation

Talent Management

- Build and implement Talent Management practices & conduct feedback mechanisms for development
- Build and implement Performance Management System (PMS)
- Develop and implement Exit interviews. Analyse and report

Learning and Development

- Identify Training needs through PMS and coordinate with department heads to launch training programs

Compensation and Benefits

- Design and implement organizations pay and benefit structure
- Propose salary revisions as per the allocated budget and implement
- Oversee monthly payroll process and resolve any issues arise

Office Administration

- Ensure travel arrangements are done as per the eligibility and cost effectively,
- Ensure office facility is maintained well and utility bills are paid in time
- Ensure office equipment are maintained well
- Ensure insurance coverage to all the Machinery and equipment of the company
- Negotiate with vendors to get best quote.

Confidential

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- Ensure the traceability of documents

SAP Implementation

- Drive the HR module implementation in SAP and ensure full operational aspects are addressed for successful implementation.
- Work with SAP and Process team to draft and define work flows, authority matrix, roles and responsibilities of various people in cross departmental functions and individual department functions.