



JOB INFORMATION:

Position	Deputy Manager – HR
Qualification	PG/ MBA in HRM/Personnel Management & IR from a recognized University.
Experience	Min. 7 years' relevant experience of which at least 3 years in executive cadre in a FMCG/Co-operatives. Exposure in ERP-SAP/ISO:22000 shall be preferred.
Number of positions	01 (on contract, initially for a period of 2 years)
Location	WAMUL Head Office in Guwahati, Assam

AGE: NOT ABOVE 37 YEARS AS ON 1st January 2022. However, relaxation upto 3 years may be given in case of extraordinary/ outstanding candidates.

SALARY: Gross CTC Rs.8.9 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification & experience)

MAIN PURPOSE: (captures essence of the job in brief)

Support business needs and ensure the proper implementation of company strategy and objectives. The goal is to promote cooperative values and enable business success through human resources management, including job design, recruitment, performance management, training & development, employee cycle changes, compensation & benefit plan management, talent management.

MAIN RESPONSIBILITIES:

- Assessing the manpower requirement at various departments of WAMUL and hiring the most suitable employees following WAMUL's Recruitment & Selection processes for new job positions within the organization and to retain them tactfully.
- Develop programs to enhance employee relations and offer employee support to WAMUL employees.
- Ensure that the new hire orientation process properly introduces new employees to the WAMUL's culture.
- Deliver compensation and benefit comparison reports to the management quarterly and make recommendations to improve the company's current offerings.
- Develop ways to measure employee morale and determine methods for improving overall employee satisfaction.
- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Support current and future business needs through the development, engagement, motivation and preservation of human capital.
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
- Nurture a positive working environment
- Oversee and manage WAMUL's performance appraisal system that drives high performance.
- Assess training needs to apply and monitor training programs with regards to employees and milk producers.
- Report to management and provide decision support through HR metrics.
- Ensure legal compliance throughout human resource management.



JOB SPECIFICATIONS:

Skills/Attributes: Technical & Managerial	a) Proven working experience as HR manager or other HR Executive b) People oriented and results driven c) Demonstrable experience with human resources metrics d) Knowledge of HR systems and databases e) Ability to architect strategy along with leadership skills f) Excellent active listening, communication, negotiation and presentation skills g) Competence to build and effectively manage interpersonal relationships at all levels of the company h) In-depth knowledge of labour law and HR best practices i) Delivering results under crisis by maintaining calm and tactfulness
Computer Skills	Knowledge of latest MS Office package that includes MS-Excel, Word, Power-point. Exposure to MS Office Project Management package.