

## **JOB DESCRIPTION – Pack Universe**

### **HUMAN RESOURCES EXECUTIVE**

#### **Brief Description**

The position of human resources executive consists of planning, directing, and coordinating human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance. Compiling and keeping personnel records and recording data for each employee, such as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on ability, and date of and reason for termination. It also consists of compiling and typing reports from employment records, filing employment records, searching employee files and furnishing information to authorized persons.

#### **Tasks**

- Administer compensation, benefits and performance management systems, and safety and recreation programs;
- Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes;
- Analyze and modify compensation and benefit policies to establish competitive programs and ensure compliance with legal requirements;
- Identify staff vacancies and recruit, interview and select applicants;
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures;
- Plan and conduct new employee orientation to foster positive attitude toward organisational objectives;
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations;
- Plan, organise, direct, control or coordinate the personnel, training, or labor relations activities of an organisation
- Represent the organisation at personnel-related hearings and investigations
- Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information;

- Arrange for advertising or posting of job vacancies, and notify eligible workers of position availability;
- Compile and prepare reports and documents pertaining to personnel activities;
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Examine employee files to answer inquiries and provide information for personnel actions;
  - Explain company personnel policies, benefits, and procedures to employees or job applicants;
  - Gather personnel records from other departments or employees;
  - Process and review employment applications to evaluate qualifications or eligibility of applicants;
  - Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence;
  - Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations;
  - Request information from law enforcement officials, previous employers, and other references to determine applicants' employment acceptability.
- Handling KRA's and KPI's documentation and data. Preparing teams to work accordingly

#### **Qualifications and requirements**

- Bachelor's degree in human resources or a related field.
- Ability to give full attention to what other people are saying, to motivate, develop, and direct people as they work, and identify the best people for the job;
- Ability to be aware of others' reactions and understanding why they react as they do, to use logic and reason to identify the strengths and weaknesses of alternative solutions, and to bring others together and trying to reconcile differences.
- Ability to give full attention to what other people are saying, to use logic and reason to identify the strengths and weaknesses of alternative solutions, and to monitor/assess performance of other individuals
- Experience 3 years or more.

#### **Competencies (in order of importance)**

- Integrity — Job requires being honest and ethical.
- Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

- Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction.
- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Initiative — Job requires a willingness to take on responsibilities and challenges.

**Lines of communication**

- Reports to the Controller

**Working conditions**

- Position is full time @ Indore Head Office

**Joining Requirement**

- Immediately

**Salary Offered**

- Up to CTC 3 Lacs / annum inclusive of all

