Opening Details for the Post of HR Manager.

Job Description:-

- Payroll
- Appraisal
- Compliance (PF + ESIC + PT other)
- HR Audits
- Policy Making & Implementing
- Memorandums and Grievances
- Official letters drafting
- OHS coordination
- HR Reports
- State Compliance
- TDS & Form -16
- Mediclaim & Personal Accident

Experience:-

- Candidate should have experience of above 6 years.

Education:-

- M.B.A (H.R) / MHRM Candidate should have managed payroll process independently with ERP software.

Salary:-

- ₹25,000.00 - ₹30,000.00 per month

Skills & Competencies:-

- A candidate shall have good knowledge of Excel/spreadsheet, good presentation skill, create MIS reports, etc.
- Interpersonal & Leadership Skills.
- Communication skills.
- Decision-making skills.

You may visit www.metrotelworks.com for more openings.
Thank you.