# Job Description

| Name of the Company | Tatva Chintan Pharma Chem limited |
|---|---|
| Position | Exceutive-/Sr.Executive-HR & Admin |
| Role Purpose | To manage the employee lifecycle, ensuring compliance, efficiency, and a positive work environment |
| Role Reports to | DGM-HR & Admin |
| Location | Ankleshwar & Dahej |
| Qualification | MBA/MHRM/MSW |
| Years of experience | 3 to 7 Years |

## Key Focus Area

1. To issue PMS file to all HOD and insert data in excel copy as schedule.
2. To prepare MIS – HRD on monthly basis.
3. To recruit candidates by searching on portal by man power requisition form.
4. To handle Joining formalities for new joiners. Like issue offer letter, Appointment letter, Medical Letter, Documents verification, personal file etc.
5. To prepare statutory forms for new joiners. Like ESIC Registration, PF Nomination Form, Gratuity Form, etc.
6. To arrange Transportation for outdoor duty of all employees.
7. To arrange food for guests, visitors as on require.
8. To handle event management as celebrate by the company.
9. To monitor & co-ordinate the adminitsrative activities.
10. To assist all Administration / HRD Department as on require.
11. To ensure PPE's are used as per defined PPE Matrix for performing activities.
12. To handle the internal & external audit as per requirement.
13. To implement of SOP preparation and their implementation.
14. To handle Contract  labour management-Agrrements,biiling process, attendance, PF, ESIC etc & labour law compliance.
15. To co-ordinate the Rewards & recognition for employees.
16. To handle apprenticeship registeration, recruitment, stipends. Etc.
17. To ensure the KRA for employees would be completed In given timeline.

## Threshold skills and capabilities required to execute the role

1. To ensure proper manpower for contract labour should be provided.
2. Should be expertise in SAP.
3. Should have knowldge on Apprenticeship portal.
4. Should be well expertise in MS-Office (Excel,word, presentation).
5. Should have knowledge on naukri portal & linkedin.