

### **ASSISTANT MANAGER (HUMAN RESOURCES)**

**Reference Code** : HLL/HR/39/2023

**Job Title** : ASSISTANT MANAGER (HUMAN RESOURCES)

**Start Date** : 22.11.2023

**End Date** : 06.12.2023

#### **Company**

HLL Lifecare Limited (HLL), India's leading manufacturers and marketers of contraceptive, Health Care and Pharma products is a Mini Ratna Central Public Sector Enterprise under the Ministry of Health and Family Welfare. HLL is a global leader in the area of contraceptives, hospital products and healthcare services. With 8 manufacturing units, 3 subsidiary / joint venture companies, 21 regional offices. HLL exports products to over 85 countries. Besides this, HLL is engaged in providing healthcare and diagnostic services, consultancy and contract services for healthcare infrastructure projects and consultancy services for procurement of medical equipment and devices in healthcare sector. Thus, HLL is positioned as a total healthcare solution provider catering to the well-being of the society at large.

#### **Department**

Human Resources Department

#### **Tasks**

1. Compensation and Benefits administration, Time Management etc
2. Co-ordinate with HR Head for Recruitment & Selection process.
3. Ensure statutory and legal compliances.
4. Ensure training & development programmes are framed and the training is conducted to all employees.
5. Build a culture of innovation and continuous learning.
6. Competency Mapping.
7. Develop and implement employee recognition / motivation/ retention schemes.
8. Generate MIS report on HR activities, other SAP related works.
9. Administer Performance Appraisal System.
10. Co-ordinate HR activities of various regions, should be willing to do any other additional assignments given, travel etc.

#### **Requirements**

**Maximum Age:** 37 years as on 01.11.2023

**Scale of** (For Fixed Term Contract engagement): Rs.20,000- 40,000/-

**Gross Salary:** Rs.38,160/-(in the minimum of the range)

**Qualification Essential:** MSW / MA (PM&IR) / MHRM / MBA / PG in HR / Personnel Management (2 year course).

**Post Qualification Experience:**

Essential: Minimum 1 year post qualification experience in HR Functions of a reputed manufacturing/service industry. Expertise in MS Office is a must. Experience in SAP modules will have an added advantage.

**No. of Positions** : One (1)

**Posting Location** : Trivandrum/Anywhere in India

**Contract Type** : Executive – Contract

**Employment Fraction:** Full-time

**General Conditions:**

- Applications not in the prescribed format **will not be considered** for selection process and no further communication will be sent separately.
- Application Format can be downloaded from the website.
- Job title and Reference code should be clearly mentioned in the Application form
- SC/ST/OBC/PwD candidates will be eligible for relaxation as per Government of India directives.
- The crucial date for determining the age limit shall be same as the cut of date for calculating Qualification & Post Qualification Experience of the candidates.
- Canvassing in any form will be a disqualification.

***For applying for the post, candidates can send the following details to [recruiter@lifecarehl.com](mailto:recruiter@lifecarehl.com)***

***\*\* (Application in the prescribed format, CV, Copies of All Education & Experience certificates, Salary Slip etc.)***