

## **HR OFFICER**

**Reference Code** : HLL/HR/029/2023

**Job Title** : HR OFFICER

**Start Date** : 08.11.2023

**End Date** : 22.11.2023

### **Company**

HLL Lifecare Limited (HLL) is a Govt. of India Healthcare products manufacturing and services Company based in Thiruvananthapuram, Kerala, India under the Union 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, 4 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**

HLL- Kakkanad Factory, Kochi

### **Tasks**

1. Coordinating HR activities and support HR Head for day to day HR functions of HLL-Kochi units.
2. Coordinating Employees on boarding & exit process.
3. Coordination of Data entry in SAP / HRIS modules and preparation of MIS reports.
4. Coordinating Training & Development activities and Audit related compliances.
5. Handling Time Office Management, salary and other employee benefits.
6. Handling employee grievances.
7. Assisting in activities related to office administration, willing to travel etc.
8. Coordinating Tender activities of HR & Admin department.
9. Contract labour management.
10. Support HR Head for internal and external audits and its compliances.

### **Requirements**

**Maximum Age:** 40 years as on 01.11.2023

**Basic pay range** (For Fixed Term Contract engagement): Rs.12,000 - Rs.29,500/-

**Gross Salary:** Rs.22,296.00/- (in the minimum of the range)

## **Qualification & Post Qualification Experience:**

Essential: Post Graduation / Graduation in any discipline from a recognized institute /university with minimum 4 / 6 year's of experience respectively in HR functions from a reputed manufacturing unit.

Desirable: Experience in operating HR systems through SAP. Must have knowledge in local language - to read, write and speak.

<b>No. of Positions</b>	: 1
<b>Posting Location</b>	: Kochi
<b>Contract Type</b>	: Non-Executive –contract
<b>Employment Fraction</b>	: 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.)***