

DEPUTY MANAGER (HR)

Reference Code : HLL/HR/050/2022

Job Title : DEPUTY MANAGER (HR)

Start Date : 19.10.2022

End Date : 02.11.2022

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

Central Marketing Office, CHENNAI

Tasks

1. Coordinating recruitment activities of project
2. Responsible for Statutory Compliance
3. Monitoring Time Office activities of project
4. Responsible for Invoice Preparation, Billing & payment collection of Project Employees
5. Maintaining MIS details and preparing report pertaining to project
6. Handling office safety measures
7. Maintaining Bank Guarantees of Project Employees
8. Drafting agreements, MoU's and sanction note pertaining to project
9. Handling grievance related to salary and other employee benefits, etc of project
10. Drafting reply for RTI's & other government correspondence pertaining to project

Requirements

Maximum Age :40 years as on 01.10.2022

Basic pay range (For Fixed Term Contract engagement): Rs.25,000 – 45,000/-

(The basic pay will be fixed within the pay range depending on the qualification, experience and the current pay drawn by the candidate. However, in addition to Basic Pay, DA, HRA and Perks will be applicable in fixing the final salary).

Qualification:

Essential : Regular full time course in MBA (HR) / MSW / MA (LM) / MA (P&IR) or equivalent from a recognized institute.

Post Qualification Experience

Essential : 5 years' of experience in HR functions from a reputed organization. The candidate should be well versed with all aspects of HR Management and should have sound knowledge of Labour Laws. He should possess sound understanding of HR challenges, latest HR trends / best practices in the industry, excellent organizing skills, ability to work under pressure and manage priorities

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

No. of Positions : One (1)

Posting Location : Chennai

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.
- Canvassing in any form will be a disqualification.

For applying for the post, candidates can send the following details to recruiter@lifecarehl.com

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