

OFFICER (HR) – ON REGULAR BASIS

Reference Code : HLL/HR/048/2022

Job Title : OFFICER (HR)– ON REGULAR BASIS

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 Marketing Division
2. Coordinating Employee onboarding & exit process
3. Maintaining Personal Files
4. SAP Entry
5. Preparing appraisals, consolidation sheets, extension letters, etc.
6. Responsible for employee welfare
7. Assisting in disciplinary matters
8. Maintaining MIS details, preparing reports
9. Preparing authorization letters, NOC, etc
10. Maintaining employees database for Group Medical Insurance / Personal Accident Insurance, coordinating for cashless & reimbursement claim, etc
11. Assisting Annual Medical Health Checkup for employees

Requirements

Maximum Age : 37 years as on 01.10.2022

Scale of Pay (For Regular appointment): Rs. 24500-95000 (O3 Level)

Qualification:

Essential : Graduation in any discipline from a recognized institute

Post Qualification Experience

Essential : 5 years' of experience in HR functions from a reputed organization.

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 : Non-Executive –Regular

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@lifecarehll.com

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