

About PEPL

We are India's Leading Energy Company, Clean and safe energy, the solar energy

Solar Energy – Today's resource for a brighter tomorrow!

Human Resources

We are looking to hire for a passionate Human Resources to join our growing solar installation company.

About the Role

We are looking for an HR manager to lead our HR team. You will take ownership of all HR matters across the company from recruitment to performance reviews, wages reviews, disciplinary action and learning and development. To perform well in this role, you should have experience as an HR manager or other roles in the HR team and knowledge around all legal requirements in this role.

What You'll Do

- In depth knowledge of Job Portals and head hunting.
- Maintaining a repository of company records which includes employee information, company policies, team structures, and payroll information, amongst others.
- Preparing and managing the execution of the company's Human Resource Policy, which will include salary structures, attendance, leaves, Etc.
- Experience in handling Statutory processes like PF, ESI, Stat Bonus, Minimum wages, Gratuity management etc.
- Interaction with other departments on employee and HR related issues and resolving their queries and problems.
- Employee record management & database management.
- Maintaining various database related to HR.
- Be updated regarding any policy changes for implementation & appraise the management on timely basis.
- Conducting and managing the company's end-to-end recruitment process from identifying and attracting applicants to on-boarding selected candidates.
- Open bank account of employee & coordination with bank for related matters.
- Salary Negotiation & preparation and issuance of new hire Offer letter and appointment letters.
- Maintain coordination with the management and staff.
- Coordination with team and Vendor for HRMS related activities.

Nice to Haves

- Master degree in Human Resources Management or equivalent.
- Experience in Human Resources or related field.
- Ability to build and maintain positive relationships with colleagues.
- Experience in educating and coaching staff.
- Experience in conflict resolution, disciplinary processes and workplace investigations.
- Maintain workplace privacy.
- Ability to give presentation.
- Knowledge of relevant health and safety laws.
- Proficiency of Microsoft office, Word, Excel, Outlook and purchasing software

Location: Indore.

Kindly share your resume on Shraddha.r@pickrenew.com