

## HR MANAGER

Applications are invited for the post of **HR Manager** on contractual basis. The incumbent is responsible for providing overall direction of human resources management and support across all employee types including Academic and Administrative employees.

**Qualification:** PGDM/Master's degree or its equivalent from a recognised institution. Good written and oral communication skills in English. Good interpersonal, negotiation, conflict resolution skills and attention to detail. Proficiency in MS Office is a must.

**Work Experience:** Minimum – 5 years.

**Desirable:** Knowledge of employment-related laws and regulations.

**How to apply:** Fill up “CV Format” and send to [careers@gim.ac.in](mailto:careers@gim.ac.in)

### Job Description of HR Manager

- Developing Systems and Procedures and their effective implementation;
- Managing the process for Recruitment and selection of employees;
- Planning and organizing employee induction;
- Dispute and conflict resolution between staff;
- Employee wellbeing initiatives;
- Improving workforce and staff culture;
- Consultancy and advice;
- Maintenance of Employee Records;
- Workforce development;
- Integrating HR best practices;
- Performance management, including appraisals;
- Remuneration;
- HR compliance;
- Leave management;
- Training and Development of Employees;
- Contract Management for employees on contract.