

Job Title:	Asst. Manager / Manager - HR	Department:	Human Resources
Location:	Vapi	Position Type:	Full-time
Experience:	8-10 years in HR		

About Tecknotrove Systems

Tecknotrove Systems is a young and dynamic technology company headquartered in Mumbai. Tecknotrove is Asia's leading simulation company focused on developing simulation and virtual reality solutions for critical applications. With a team of over 150 talented employees, we have delivered projects to over 28 countries worldwide. Our expertise lies in creating virtual worlds for critical applications using simulators and AR/VR technologies. The Company offers solutions for growing Industries like Automobile, Aviation, Defense and Mining.

Our corporate office is based in Andheri, Mumbai, and the manufacturing facility is in Vapi, Gujarat.

Position Summary

The incumbent would be responsible to manage end-to-end HR operations of the Vapi manufacturing facility, focusing on talent management and employee relations.

Roles and Responsibilities

- Develop and implement HR policies and procedures for the factory in compliance with labor laws and company guidelines.
- Manage employee relations at the plant level, conduct one-on-one with employees and handle grievances in collaboration with leadership.
- Drive recruitment strategy and selection for all hiring needs at factory along with the management team to ensure a skilled and engaged workforce
- Design and implement HR Handbook and HR Policies for the factory and promote awareness of HR policies
- Drive performance management and skill development initiatives
- Maintain focus on employee satisfaction, process efficiency and employee retention strategies.
- Maintain and provide timely reports and HR MIS as required by the management
- Drive culture building initiatives to enhance team engagement and motivation of plant employees.

Job Requirements and Qualifications

Education	PG HR / Any Graduate
Experience	<ul style="list-style-type: none"> • 8-10 years of experience in managing employee life cycle in a factory / manufacturing set up
Skills & Competencies	<ul style="list-style-type: none"> • Good interpersonal and relationship building skills. • Good communication skills - verbal and written • Ability to work and function independently and in a collaborative environment • Team player with a positive attitude • Skilled in MS Excel & PowerPoint