

JOB DESCRIPTION

Position Title	Executive - HR
Company	Gujarat Fluorochemicals Limited
Grade / Level	V
Division / Department	Human Resources/ Corporate
Location	Noida

1. JOB PURPOSE

Assist, implement and coordinate Human Resource Management activities at the Corporate and maintain functions such as Policy making, HR- operations, HRMIS preparation, PMSDP and Training.

2. ORGANISATIONAL CHART

This position reports to HR Business partner – Corporate HR and functionally to Head – Group Corporate HR

3. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities	Key Performance Indicators
HR POLICIES	<ul style="list-style-type: none"> ▪ Assisting in drafting HR Policies ▪ Updating HR policies from time to time ▪ Coordinating in implementation of policies ▪ Provide support to design and communicate HR policies ▪ Continuous refinement of policies as per business need 	<ul style="list-style-type: none"> ▪ 0% error in drafting and implementing policies
PMSDP & TRAINING	<ul style="list-style-type: none"> ▪ Coordination for PMSDP Forms. ▪ Identifying eligible employees for yearly PMSDP process. ▪ Review, Follow up & Evaluation ▪ Preparing PMS goal alignment sheet ▪ Collating the training needs & preparing a training plan ▪ Implementation of Training plan ▪ Designing the In house training modules and work towards improving the Course content ▪ Coordination of training events ▪ To bring forward for approval and drive the implementation of a strategy for improving employee engagement and internal communications. 	<ul style="list-style-type: none"> ▪ Error free data ▪ Number of Man hours of training
EMPLOYEE GRIEVANCE HANDLING	<ul style="list-style-type: none"> ▪ Updating staff on organizational issue through internal communication like email updates and newsletter that build the sense of team and their value to the team. ▪ Write, Revise and Inform the employees about the change in the Company Policies and Procedures and Related documents as and when needed. 	<ul style="list-style-type: none"> ▪ TAT for resolving query ▪ Error free information

4. SKILLS AND KNOWLEDGE

Educational Qualification:

- MBA- HR

Functional Skills

- Sound understanding of HR practices and standards
- Ability to manage and foster good relations
- Ability to understand employee related issues, concerns, situations, etc.
- Excellent interpersonal skills with demonstrated patience, tact, and respect.
- Exceptional detail and follow-up skills.
- Suave and amiable in nature

Relevant and total years of Experience

3-5 years of experience in handling HR generalist profile & HR operations.

Competency Required

EXECUTORS ASSISTANT MANAGERS TO CHIEF MANAGERS	Entrepreneurial Drive	Customer Service Orientation	Analytical Thinking	Managing Self
	Taking Initiative Achievement Orientation Risk Taking Ability	Service Delivery Value Addition Listening & Responding	Conceptual Thinking & Problem Solving Cognitive Behavior Lateral Thinking	Self Discipline Self Awareness Time Management
	Energetic & tenacious ability to deliver, taking initiatives involving calculated risk. The rationale is that for effective implementation, intellectual analysis is not sufficient. It demands a bias for action that is taking rapid entrepreneurial decisions and the energy, tenacity and resilience to overcome obstacles.	The degree to which one focuses efforts in discovering the needs of individuals or customers and provide them a high quality service in an efficient and an effective manner. It is concerned with performing work constantly and consistently to a level, so that customer demands are met and exceeded consistently.	It is a purposeful, reasoned and goal oriented thinking. The ability to solve problems using a systematic approach. It involves visioning the future goals to be achieved, collecting the information, analyzing the cost, risk and the chances of success involved, by taking the right decision.	It is the ability to know your triggers, preferences, and the internal resources and be able to apply them to guide the performance. It would include goal setting, decision making, focusing, planning, organizing, taking initiative and taking calculative risk to achieve the goals in the given time period.