**HR Admin Manager, Hyderabad**

**Exp – 10-12 yrs**

**Job Description –**

* HR Operations Management: Oversee all aspects of HR operations, including but not limited to payroll administration, benefits management, HRIS maintenance, and record-keeping, ensuring compliance with legal and company policies.
* Talent Acquisition and Recruitment: Lead recruitment efforts for the manufacturing plant, including workforce planning, sourcing candidates, conducting interviews, and facilitating the onboarding process for new hires.
* Employee Relations: Serve as a primary point of contact for employee relations matters, including conflict resolution, disciplinary actions, and grievance handling, fostering a positive work environment and promoting employee morale.
* Compliance and Legal Requirements: Ensure compliance with all relevant labour laws, regulations, and company policies, maintaining accurate records and documentation related to employment practices, safety, and workplace regulations.
* Employee Engagement and Culture: Implement initiatives to promote employee engagement, teamwork, and a positive organizational culture within the manufacturing plant, fostering a sense of pride and ownership among employees.
* Facilities Management: Oversee the maintenance and upkeep of plant facilities, including buildings, equipment, utilities, and grounds, to ensure a safe, clean, and efficient working environment.
* Procurement and Inventory Management: Manage procurement processes for goods and services required for plant operations, including raw materials, supplies, while optimizing costs and inventory levels.
* Vendor Relations: Cultivate and maintain relationships with vendors, suppliers, and service providers, negotiating contracts, resolving issues, and ensuring timely delivery of goods and services to meet plant needs.
* Health and Safety: Partner with plant management to promote a safe working environment, conducting safety audits, implementing safety training programs, and ensuring compliance with health and safety regulations.
* Safety Compliance: Ensure compliance with health and safety regulations and company policies, conducting safety inspections, implementing safety protocols, and coordinating training programs to promote a culture of safety awareness among plant employees.
* Environmental Compliance: Monitor environmental regulations and compliance requirements applicable to manufacturing operations, implementing measures to minimize environmental impact and ensure adherence to regulatory standards.
* Employee Facilities Management: Oversee the management of employee facilities, including break rooms, locker rooms, and parking areas, ensuring cleanliness, safety, and adequate amenities to support employee well-being.
* Budget Management: Develop and manage the plant administration budget, tracking expenses, analyzing variances, and identifying cost-saving opportunities while maintaining operational efficiency.
* Administrative Support: Provide administrative support to plant leadership and department managers, including scheduling meetings, preparing reports, managing correspondence, and coordinating special projects as needed.

**Required Skills and Qualifications:**

1. MBA/PG in Human Resources Management, Business Administration, or related field.
2. 10-12 years of progressive HR experience along with plant administration or related roles within the manufacturing industry, preferably within a manufacturing or industrial environment.
3. Strong knowledge of manufacturing operations, facilities management, procurement processes, and safety compliance requirements.

Send you resume to [hrd@canpac.in](mailto:hrd@canpac.in)