**HR Head Job Description:**

* Develop and implement HR strategies and initiatives aligned with the overall business strategy
* Bridge management and employee relations by addressing demands, grievances or other issues
* Manage the recruitment and selection process
* Support current and future business needs through the development, engagement, motivation and preservation of human capital
* Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
* Nurture a positive working environment
* Oversee and manage a performance appraisal system that drives high performance
* Maintain pay plan and benefits program
* Assess training needs to apply and monitor training programs
* Report to management and provide decision support through HR metrics
* Ensure completion of all legal compliances i.e. PF, ESIC, PT etc.
* Proven working experience as HR Manager
* People oriented and results driven
* Demonstrable experience with Human Resources metrics
* Knowledge of HR systems and databases
* Ability to architect strategy along with leadership skills
* Excellent active listening, negotiation and presentation skills
* Competence to build and effectively manage interpersonal relationships at all levels of the company
* In-depth knowledge of labor law and HR best practices
* Degree in Human Resources or related field
* Maintains and updates the Employee Manual and Association Policy Manual as needed
* Monitors and maintains insurance policy for workerís compensation. Obtains bids on policies for renewal purposes
* Coordinates the development of a structured, competitive employee compensation program to include the use of job descriptions, salary ranges and merit increase guidelines.
* Develops and maintains staff job descriptions
* Conducts orientation sessions for new employees.
* Secures temporary help for projects as needed
* Counsels management and staff on personnel related issues such as discipline, terminations, personality conflicts, job transfers, policy interpretation, and other sensitive issues.
* Oversees scheduling of, and records all employee vacations, personal, sick, and comp time; ensures that all departments are adequately staffed at all times. Assists Accounting Manager to ensure payroll records reflect appropriate employee leave.