

Notice for Placement

Job opportunity for Human Resources

Company Name:- Asian Paints Ltd

Position:- Human Resources Associate (off-role working in the APL head office)

Company Website:- www.asianpaints.com

Work Location:- Vakola, Mumbai

Company Background / About Company: India's largest paint company and market leader for over 40 years. For more information, please refer to our website.

Job Profile / Responsibilities:

ELC for employees

- Ensure timely completion of Confirmation process, transfer process and separation process ensuring good experience for the employee. Address employee queries in this regard.
- Query Resolution - Any query regarding policy clarification/employee life cycle processes to be resolved to its conclusion within 20 days through Sampark Helpdesk/Calls/emails.
- Preparing Exit Trackers & Analysing the Attrition data.

HRIT and Payroll

- Ensure necessary actions in HRIT have been taken on time and provide payroll input on time
- Correcting HRIT data to match actual employee data as and when required
- Compilation & checking of Payroll input & Additions to payroll input sending it to Payroll Department on the given deadlines.
- Compiling & Sending the Mediclaim Data from all divisions, & sending it to Corporate Finance team on monthly deadlines.
- Automation of reports on the system, Conduct data audits and systems checks to report issues.

PFMS

- Report generation and communication for PFMS at various stages of the process
- Timely Follow ups on ensuring completion and support for ensuring system readiness.

Key Skills: Word, Excel, PowerPoint Skills, Brief understanding of Success Factors, Mail and Communication Drafting skills, basic data understanding and analysis

Required Qualification: Graduation + Certification / Diploma in Human Resource Management

Experience: 0 – 1 year

Other / Special Requirements:

Remuneration: Rs. 2.5 – 2.8 L per annum

Interested Candidates can send their resume on below mention email id at the earliest:-

Contact Person: - Rohit Sawant

Email id: - rohit.sawant@asianpaints.com

Contact no: - 9920763254

Corporate Office: Asian Paints House, 6A Shantinagar, Vakola, Santacruz East, Mumbai – 400055

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Job Profile / Responsibilities:

- Maintaining Database of all scheduled trainings across the Non-plant locations conducted by HR team
- Co-ordinating and finalizing venue for trainings and stay for participants
- Ensuring the suitability of training venues as well as stay, conducting recces for the same
- Co-ordinating for and ensuring all tools and paraphernalia required for trainings are available at the required venue for smooth conduct
- Being the SPOC for all logistical arrangements for any training program
- Driving the training programs with other HR teams
- LMS backend maintenance of records
- Query resolution and closure - coordination with Elixir team/ IT
- Venue invoices etc. all booked by the training admin to be cleared along with the admin team
- Coordination with venues, other vendors (AV, projector, etc.)
- Printing, stationery, feedback form
- Feedback form data entry and sharing with respective manager
- Stay booking for participants
- External trainings vendor management (coordinating with vendors, communication link between vendor and participants, advances, cheques, etc.)
- Database of vendors, program designs

Key Skills: Word, Excel, PowerPoint Skills, Brief understanding of SuccessFactors, Mail and Communication Drafting skills, basic data understanding and analysis

Required Qualification: Graduation and certification/diploma in HR

Experience: 0 – 1 years

Other / Special Requirements:

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