

Notice for Placement

Company Name:- **Firetech Equipment & Systems Pvt Ltd.**

Position:- **HR & Admin Executive** Company Website:- www.firetechindia.com

Work Location:- **Bhandup, Mumbai**

Company Background / About Company: Established in 1994, Firetech is a manufacturing company in the field of Industrial Fire Protection equipment & systems design and manufacturing. Our head office is located at Bhandup, Mumbai and manufacturing facility is near Mumbai-Goa national Highway.

Job Profile / Responsibilities: The HR & Admin Executive will support the organization within every area of a company's human resources operations and day to day administration work.

1	Recruitment:
1.1	Conducting gap analysis and identifying manpower requirement
1.2	Reviewing resumes and applications, Conducting recruitment interviews and providing the necessary inputs during the hiring process
1.3	Preparing letters such as offer, confirmation, resignation, termination, experience etc.
1.4	Completing entry and exit formalities for employees
2	Compensation:
2.1	Handling monthly payroll, computing wage and overtime payments, calculating and recording payroll deductions, processing requests for paycheck advances.
2.2	Preparing and processing timely distribution of salary, bonus, increment salary slip, leave encashment and full and final settlements
2.3	Recording, maintaining and monitoring attendance to ensure employee punctuality along with leave management
3	HR Management:
3.1	Maintaining HR records, such as those related to compensation, PF, ESIC, MLWF, Monthly / Weekly MIS. Coordinating with ESIC, PF Consultants
3.2	Communicating and explaining the organization's HR policies to the employees
3.3	Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management
3.4	Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee

3.5	Resolving grievances or queries that any of the employees have. Escalating to the right level depending on the nature of the grievance or issue
3.6	Implementing and administering performance management processes as per the PMS policy and timelines
3.7	Conducting exit interviews for employees and recording them accordingly
3.8	Reviewing job descriptions for all positions at regular intervals and updating them in consultation with the respective managers
3.9	Engaging with employees on a regular basis to understand the motivation levels of people in the organization
4	Administration:
4.1	Completing day to day administration work
4.2	Maintaining, arranging, handling & interacting with AMC service providers
4.3	Coordinating for admin work like printing, stationary, housekeeping etc.
4.4	Director & Outdoor Engineers travel planning and ticket booking

Key Skills:

Knowledge		Attitudes		Skills	
1	HR Practices & Policies	1	Punctuality	1	Excellent Verbal & written communication
2	HR Management	2	Politeness	2	Interpersonal skills
3	Administration	3	Willingness to learn	3	Multi-tasking
4	New & upcoming policies in manufacturing industry	4	Friendly	4	Organized
5	PF,ESCI, Labor Law	5	Fairness		
6	Computer knowledge-MS Office	6	Can do approach toward work & commitment		

Required Qualification: BA/BMS/BMM- HR, Diploma-HR or any HR certification

Experience: 1-2 years **Other / Special Requirements:** NA

Remuneration: 12000-15000 PM (First 6 months will be a probation period)

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

Contact Person: - Mr. Sasmit Phalak Email id: - sasmit@firetechindia.com

Contact no: - +919920627871

Corporate Office: Shop No. 24, Sardar Pratap Singh Industrial Estate No.3, 1st Floor, L.B.S. Marg, Bhandup (W), Mumbai - 400 078, India. Landmark: Opposite Pannalal Industrial Estate