

Notice for Placement

Job opportunity for : Human Resource Management

Company Name:- LFS BROKING Pvt. Ltd

Position:- HR Executive

Company Website:- www.lfsbroking.in

Work Location:- DADAR WEST

Company Background / About Company: STOCK BROKING

Job Profile / Responsibilities:

1. Preparing and updating employee record related to hiring, transferring, promoting and terminating.
2. Explaining Human Resource Policies, Procedure, law and standard to new & existing employees.
3. Ensuring new hired paper work is processed and completed.
4. Providing administrative support to staff of Human Resources Department.
5. Coordinating activities between the company and outside parties.
6. Developing employment related records. (Payroll Management)
7. Taking care of General HR & Pan India Payroll single handedly with less supervisor.
8. Ensure delivery of payroll processing, operational aspects of payroll processing and associated activities that are accurately carried out on month on month basis within appropriate timeframes.
9. Develop procedures and supervise the preparation, documentation and expense of all payroll checks, payroll taxes and People benefit payments.
10. Process new joiners and leavers payroll accurately.
11. Review and complete tax and other statutory payroll filing prior to due date.
12. Preparation Salary Slips, Payroll MIS. □ □ Support all internal and external audits related to payroll.
13. Handle Income tax and full and final settlements timely and accurately
14. Handle payroll & Reimbursement queries
15. Analyze, audit, reconcile and resolve complex payroll processing issues.
16. Preparation of monthly challans and returns for PF, PT, ESIC, etc.
17. Ensure that the pay and benefits plans comply with the State laws.

18. Manage people life cycle management activities and maintain Master (database) and personal records.
19. Ensure maintenance of Statutory registers, Employment and Labor related Statutory returns.
20. Act as a first point of contact HR for smooth functioning and addressing the issues related to the time office management.
21. Prepare relevant weekly, monthly, quarterly and year-end reports
22. support all internal and external audits related to payroll
23. Prepare detailed variance analysis and reports prior to payroll cycle for all types of pay-outs
24. statutory returns and ensure compliance to all monthly, quarterly and annual payments and returns
25. Maintain records relating to peoples pay and statutory reports which is conversant with the relevant statutes and payroll regulations.

Key Skills: Payroll management, HR Operation, Good Communication Skill

Required Qualification: Graduate/ PG / Diploma Human Resource Management

Experience: MIN 2 years in HR

Other / Special Requirements: Candidates should know the payroll process

Remuneration: 240,000 to 3,00,000 (Depends on interview Around)

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

Contact Person: - SONAM KATHERIYA

Email id: - sonam.katheriya@lfsbroking.co.in

Contact no: - 9137184298 / 9076476075

Corporate Office:

LFS Broking Pvt. Ltd.

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