

Notice for Placement

Job opportunity for Human Resource Management students.

Company Name:- **Shimera Project Lighting (India) LLP**

Position:- **Sr. HR Executive/ Asst. Manager - HR**

Company Website:- www.shimeralighting.com

Work Location:- Lower Parel

Company Profile:

Shimera Group (Shimera Project Lighting (India) LLP) is a business focused on providing world class end to end lightings Solutions:

Indoor Technical

Indoor Decorative/Architectural

Outdoor Technical/Decorative

Customized (Make-to-order)/ Bespoke Lights

Vertical Specific Lights (Hospitality, retail, Industrial)

Job Profile / Responsibilities: Generalist:

- Responsible for managing end to end recruitment process for permanent employment.
- Carrying out the Induction/Orientation program to the new recruits
- Managing Employee Engagement Activities, Employee retention, Employee Surveys and Welfare Programs
- Managing Employee Grievance Counselling and Management team to provide impartial determination to employee issues and to seek an effective resolution
- Managing Employee Performance Management Process
- Managing Annual Review Meeting and Appraisal Process
- Implementation of Policies for process improvement
- Managing Separation process and Full & Final process
- Handling Payroll and Salary Process of the employees with calculation of PF and ESIC. Compute wages and deductions and enter data into computers and Issuing salary slips.
- Knowledge of Various Act (PF Act, ESIC Act, Factory Act, Bonus Act, Gratuity Act, Labour Laws etc)

- Liaisoning with Provident Fund office and furnishing of the relevant information for Opening, closure or transfer of Provident Fund accounts of the employees and getting it implemented.
- Organizing Training and Development Programmes and maintaining training records
- Maintaining Essential Records of company (Employee records, Attrition, Headcount data, Salary & Deduction records, Leave records, Attendance records, Appraisal records etc.)
- Providing necessary reports to management and maintaining HR Dashboard such as (Attrition, Staffing, Availability ratio, other MIS reports)

Required Qualification: Minimum Graduation / Diploma or PG in Human Resource Management

Experience: Minimum: 3 Years

Remuneration: 3 Lacs to 3.5 Lacs Per Annum (Not a constrain for right candidate)

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

Contact Person: - Mamta Mirani

Email id: - mamta.mirani@shimeralighting.com

Contact no: - 8879337729

Corporate Office: Raghuvanshi Mill Compound, Senapati Bapat Marg, Lower Parel (W),
Mumbai