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| **JOB DESCRIPTION** | | | | | | |
| **I. JOB DETAILS** | | | | | | |
| **Job Title** | | | **Executive Human Resource** | | | |
| **Function** | | | Human Resources | | **Location** | Noida |
| **Direct Reporting to:** | | |  | | **Matrix Reporting to:** |  |
| **Staff Supervised** | | | **Direct Reports:** NA | | **Matrix Reports:** | **NA** |
| **Job Titles of Direct Reports** | | | NA | | | |
| Brief Introduction: Vision India is a Business Conglomerate having three business verticals - Staffing, Skilling & E- Learning. With 32000 Associate base and 150 Indian, MNC and Government of India/ State(s) entities proudly listed in our clientele, we offer an assurance of proven credentials in the Staffing domain with a range of Organizations in India, South East Asia and Middle East. We wear ISO 9001, ISO 21001:2018, ISO 10002, ISO 14001, ISO/ IEC 20000, ISO 27001 and OHSAS 18001 Certifications and sustain unwavering focus on delivering quality services to our Clients enabling them to achieve Business Goals with cost efficacy.  It has been growing top line consistently over the last many years. It stands proudly at Rs. 170 Crore of Revenue for the year 2019-20. Recording growths close to 50% YoY over the last couple of years. Its poised for much sharper top line growth in the ensuing years on the back of huge projects commissioned in 2020-21 as well as strong fundamentals on staffing side. | | | | | | |
| **II. JOB PURPOSE** | | | | | | |
| Responsibilities include creating referral programs, updating HR policies, overseeing our hiring processes and managing employee life cycle. | | | | | | |
| **III. KEY RESPONSIBILITIES** | | | | | | |
| **Compliance Operations Responsibilities :-**  ·        ESIC & EPFO Sub code Registration.  ·        Making all Compliance register (Muster roll, wages, advance, fines, damages & Loss, accident, Overtime, Workman, Accident Book)  ·        Making all statutory register in MW Act, CLRA ACT, Central Rule Act, State Rules  ·        Handling all government notices and making reply to them and close the notices.  ·        Applying and handling CLRA License & renewal as per the requirement.  ·        Applying and handling amendment of CLRA & ISMW RC as per the requirement.  ·        Applying and handling BOCW registration.  ·        Filing Integrated online return in central Act through sharam suvidha portal.  ·        Handling all return like CLRA, MW, PT, LWF, MB, POW, Bonus etc.  ·        Monthly computing ESI details these details have to be computed and paid to Govt Bodies.  ·        Upload of KYC through EPFO portal.  ·        Generating TIC card of employee covered in ESIC  ·        Filing monthly ESIC Challan and deposited before 15th of every month.  ·        Handling to all issue of Employee ESIC related work.  ·        Filing Accident report in ESIC if accident happens during the working time before 72 Hours.  ·        Generating ESIC sub unit.  ·        Filing IW (International workers) return.  ·        Generate UAN for new employee.  ·        Linking of ESIC Number with UAN/MOBILE/ADHAAR  ·        Mark Exit of In-active Employee  ·        EPFO KYC/Transfer approval thru DSC  ·        Filing monthly PF Challan and deposit on before 15th of every month.  ·        Handling PF related Issue.  ·        Withdrawing PF online form19C and 10C and off line  ·        Compliance Audit Document prepared as per client checklist.  ·        Shop and establishment Registration in all states.  ·        Handling NEEM & NAPS compliance  ·        Handling statutory Compliance audit. | | | | | | |
| **IV. KEY PERFORMANCE INDICATORS** | | | | | | |
| **Measurable Deliverables** | % Understanding & Experienced on Compliances calibrate in the dynamic eco system.   * % adherence to HR Policies & Processes * Automation Projects * Talent Partner Pipeline * % increase in number of applications received per level | | | | | | |
| **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** | | | | | | | |
| **Minimum Qualifications** | | Graduation/LLB | | | | | |
| **Specific experience** | | Business Acumen, Good Communication Skill written & Verbal | | | | | |
| **Overall experience** | | 3 to 4 Year | | | | | |
| **Target Companies** | |  | | | | | |
| **VI. KEY INTERACTIONS** | | | | | | | |
| **Key Internal Contacts** | | | | **Nature or purpose of interaction** | | | |
| * Business / Function Heads | | | | Understanding & Experienced on Compliances calibrate in the dynamic eco system. | | | |
| * Corporate IT Software Team | | | | Automation / Digital initiatives | | | |
| * Digital Marketing | | | | Job post on social media | | | |
| * Payroll | | | | In time salary process | | | |
| * **Key External Contacts** | | | | **Nature or purpose of interaction** | | | |
| * Clients | | | | Connect & engage for calibration of the requirements | | | |
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To know more about **Vision India Services,** visit us at [www.vispl.co.in](http://www.vispl.co.in/)

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