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| **JOB DESCRIPTION** |
| **I. JOB DETAILS** |
| **Job Title** | **Assistant Manager – HR** |
| **Function** | Human Resource | **No. of Openings** | 1 |
| **Location** | SP Regional Office – North |
| ***About Company:****Secure parking is a Global Leader in the car parking industry Our involvement in car parks begun 40 years ago. At that time, car parks were viewed as a commodity, with little differentiation in the operations from one site to the next. Through our background in marketing, we identify an opportunity to develop a fresh and more relevant approach based on viewing a car park as a retail environment and then maximizing a site’s potential by creating an individual solution for its operation and marketing.**Secure parking approach has always been entrepreneurial. It is based on the understanding that no two car parks have the same requirement, and that each car park should be treated as a retail business. As a result, we have developed a series of unique systems and operating strategies that are specifically designed to maximize each car park’s revenue and assets potential.* |
| **II. KEY RESPONSIBILITIES** |
| **Payroll and statutory compliance management** * SPOC for Employee master data base generation and its timely updations in various data points such as master database and HRIS modules.
* Time bound Unit/Staff Salary Data punching and insuring its accuracy and uploading salary on salary bank accounts of the employees within the agreed TAT.
* Employee attendance and leave management across levels.
* Monthly summary of total wage bill which includes: Unit wise Projected pay verses Net pay, Pending payouts, Date of payouts made, Employer PF contribution, Employer ESIC Contribution, MLWF, W.C contribution, Group Life policies If any., Employee grade / role/gender/region wise bifurcation..
* Bank coordination for salary updations and processing , keeping Weekly/Monthly data on how many salary credition have happened for that Week/Month and its reconciliation with accounts dept.
* Salary upload to Bank and ensure time bound credition of salary payouts.
* Weekly/monthly reconciliation on cheque pay mode salaries and or advances done with Accounts Dept.
* Managing and coordinating Cash /Amount upload for employee salaries, or any other activities related to banking of salaries.
* Full and Final settlement of staff.
* PF contribution workings, Updation, reconciliation and before due date submission of PF to PF office.
* ESIC contribution workings, Updation, reconciliation and before due date submission of ESIC  to ESIC office.
* Overall complete payroll and compliance management role.

**HR MIS & Operations.*** SPOC and responsible for MIS generation and analysis on various aspects of HR and employee payroll and statutory compliance management activities.
* Manage and collate employee payroll data and its accurate upload on HRIS and other aspects of Employee life cycle.
* Responsible for complete data keeping and record management of all employees including ground staff across regions in coordination with Regional HR teams.
* Training and development of office staff in terms of employee induction and JD/KRA explaining and issuance and goal setting activities.
* Take Initiative and actively participate in employee engagement initiatives from celebrating birthdays, to various festivals and employee engagement opportunity.
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| **Qualifications** | Education - MBA /MLS/ Post Graduate in Human Resources Management |
| **Experience** | * Minimum previous work experience required:05 to 08 years relevant experience in payroll and statutory compliance management independently managing minimum 2000+ employee payroll
* Should have good business communication skills both written and spoken English language and having knowledge of written/spoken local language.
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| **Salary** | 5.04L |
| **Age**  | between 27 to 35 yrs of age |
| **Payroll** | Secure parking  |