

KAIVANYA EXTRUSION TECHNIK

HR Responsibility

Manpower Planning & Budgeting
Requirement, Selection, On-boarding Process
Employee Induction Process
Statutory Compliance
Employee Application Form & Other Document Process
Appraisal Process
Process on Probation Period & Confirmation
Process on PMS (KPI/KRI)
Payroll Process
Employee Engagement Activity Process
Other HR Policies
Statutory Compliance
Dress Code Policy
Attendance Policy
Leave Policy
Travelling Policy
Salary Advance / Loan Policy
Exit Policy
Confidentiality Policy
Conflict of Interest Policy
IPR
Sexual Harassment Policy
Process on Full and Final Settlement

Job Description of HR:

1. Scheduling job interviews and assisting in interview process
2. Posting job ads and organizing resumes and job applications
3. Setting appointments and arranging meetings
4. Participating in recruitment efforts
5. Overseeing the completion of compensation and benefit documentation
6. Answering employee questions
7. Processing incoming mail
8. Creating and distributing documents
9. Providing customer service to organization employees
10. Serving as a point of contact with benefit vendors/administrators