

  INDIA	JOB DESCRIPTION	Document:	D:\seaplast\HRD\job description
		Issue:	2.0
		Author:	Santosh Kumar
		Responsible:	HR & IT – Executive / Asst. Manager
		Effective from:	23-05-2020
		Page No	1

<b>Employee:</b> XXXX	<b>Position:</b> Executive / Asst. Manager – HR & IT
	<b>Department:</b> HR & Admin
<b>Nearest Superior:</b> MD or Otherwise specified by management	<b>Nearest Subordinates:</b> Front Desk Executive, Office Assistances
<b>Definition of territories:</b> INDIA	<b>Other:</b> Member of the HR & Admin Management Team

Seaplast operational since 1996 is a leading global supplier of rotational moulded double wall plastic insulated containers, pallets, plastic freezers and chillers, automobile parts, custom moulded plastic products and injection moulded products such as crates. Our products are used for storage, transportation, logistic, inventory management, processing plants, off & on road automotive industry and across a wide range of end user's industries like dairy, Ice-cream, seafood, meat, poultry, retail, catering, road safety, pharmaceuticals, vehicles etc.

Seaplast is acknowledged as a leader plastic company in the design and manufacture of roto moulded plastic insulated products and injection moulded products for both packing and non-packing applications. We manufacture and deliver products with PUR and PE insulation as well as without insulation in single and double wall. Our customers include large multinational companies, export-oriented food companies to small ice-cream vendor, fisherman and retailers. Our products are exported to customer across the globe through our wide network of agents and distributor present across the world.

Our products are built to last with the best in quality, workmanship, and durability. More details can be found in our website [www.seaplastindia.com](http://www.seaplastindia.com).

#### **PURPOSE OF THE JOB:**

The purpose of the job of Asst. HR Manager / Executive & IT is to take care of the full responsibility of HRD and IT in the organisation.

- To bridge the gap between employees and management in a conflict free environment.
- Developing and implementing HR strategies. HR Manual and initiatives aligned with the overall business strategy.
- Managing the recruitment and selection process
- Coordination and managing IT infrastructure
- IT service management with support from internal and external service providers.

#### **KEY TASKS:**

**HR Department:**

Document:	D:\seaplast\HRD\job description
Issue:	2.0
Author:	Santosh Kumar
Responsible:	HR & IT – Executive / Asst. Manager
Effective from:	23-05-2020
Page No	2

- Develop and implement HR strategies, HR Manuals, HR Policies, and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances, or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management
- organizational and space planning.
- performance management and improvement systems.
- organization development.
- policy development and documentation.
- employee relations.
- company-wide committee facilitation;
- company employee and community communication;
- compensation and benefits administration.
- employee safety, welfare, wellness, and health.
- Employee services and counselling.
- Safety of the workforce.
- Development of a superior workforce.
- Development of the Human Resources department.
- Development of an employee-oriented company culture that emphasizes quality, continuous improvement, and high performance.
- Personal ongoing development.

**IT Department:**

- Running regular checks on network and data security
- Identifying and acting on opportunities to improve and update software and systems
- Developing and implementing IT policy and best practice guides for the organization
- Designing training programs and workshops for staff
- Running and sharing regular operation system reports with senior staff
- Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations, and outages
- Managing and reporting on allocation of IT budget
- Providing direction for IT team members



INDIA

**JOB DESCRIPTION**

Document:	D:\seaplast\HRD\job description
Issue:	2.0
Author:	Santosh Kumar
Responsible:	HR & IT – Executive / Asst. Manager
Effective from:	23-05-2020
Page No	3

- Identifying opportunities for team training and skills advancement

**QUALIFICATION / EXPERIENCES / KNOWLEDGE:**

- University Graduate / diploma
- Professional certificates as requirements
- HR working knowledge
- Having knowledge of manufacturing sector
- Minimum of 3-5 years human resources / Admin experience
- Preferable to have experience in MNC or Leading Indian Companies

**LANGUAGE:**

- Required writing, reading, and speaking language(s): English, Hindi and Gujarati

**ABILITIES:**

- Ability to influence senior management, establish and maintain collaborative partnerships and provide thought leadership.
- Ability to architect and drive change
- Ability to lead in a global, matrixes environment
- A flexible team player with a proven ability to work successfully in a matrix reporting environment.
- Proven ability to build strong working relationships, internal and external to the organization.

**SKILLS:**

- Strategic planning,
- Complex problem resolution and general management expertise.
- Outstanding communication and presentation skills.
- High level of interpersonal skills and integrity.
- Solid team player.
- Creative, forward thinker
- Coaching and leadership skills
- Strong presentation and facilitation skills.
- Possess good skills in communication, organizing, management, leadership, and strategic thinker
- Must have desire to be successful and always a solution provider

**BEHAVIOURAL COMPETENCIES (Leadership Principles):**



INDIA

## JOB DESCRIPTION

Document:	D:\seaplast\HRD\job description
Issue:	2.0
Author:	Santosh Kumar
Responsible:	HR & IT – Executive / Asst. Manager
Effective from:	23-05-2020
Page No	4

- Sharing direction by driving business strategy, communicating & involving others as well as impacting and influencing on approach taken.
- Growing the right people by providing base of motivating and improve coaching for staff.
- Think out of the box by innovating, renewing and initiating action for improved at workplace.
- Implement with determination by setting target and getting results.

### **FUNCTIONAL COMPETENCIES:**

#### **1. Recruitment and Selection**

- Maintain up-to-date recruitment progress report, talent database and all related staffing communication.
- Process all local recruitment requests in an effective and efficient manner.
- Managing orientation program for employee to the business and culture.

#### **2. Training and Development**

- Interface with Group HR and external vendors and suppliers for the implementation of corporate training or training programs to meet the business needs where appropriate.
- Identify key skills, specialty skills and propose training needs accordingly.
- Managing, communicating and delivering important projects that impact other parts of the organization.

#### **3. Compensation and Benefits**

- Monitor and alert the management to any variance between the budgeted and actual salaries and headcount.
- Occasionally, produce and submit information to for “knowledge sharing” with Group HR.
- To be in charge of payroll administration and to make all necessary co-ordination to make a smooth and efficient operation (variable compensation, overtime, expatriates compensation, special payments).
- Gather all necessary data to benchmark salaries and benefits.
- Compile all data needed for the annual salary review, and the annual performance appraisal analysis.
- Provide recommendations and support to HR representatives (mainly Finance Manager) across the region.

#### **4. Employee Relations**

- To detect and handle complaints, disputes and grievances of all staffs and to report them to the superior and management
- To foster a conducive working environment through employee relations activities and communication
- To conduct exit and grievance interviews with all departments/staffs
- To assist in handling all local labour tribunal cases

#### **5. Rules and Regulations**



INDIA

**JOB DESCRIPTION**

Document:	D:\seaplast\HRD\job description
Issue:	2.0
Author:	Santosh Kumar
Responsible:	HR & IT – Executive / Asst. Manager
Effective from:	23-05-2020
Page No	5

- To review the staff's rules and regulations (or employee handbook) on a regular basis
- To create and implement the employee staff rules and regulations for newly created subsidiaries / employees in the region

**6. Budget, financial management**

- Submit the Personnel Budget for all personnel costs and Headcount to Finance Department. Produce and submit the yearly tax returns for all staffs on a yearly basis.
- Produce and submit the payroll journal and the Headcount report to Finance Department monthly.
- To submit the Personnel latest estimates for all personnel costs and headcount to Finance Department on a quarterly basis.

**7. Human resource information system**

- Maintain smooth running of the Human Resources Information System.
- Monitor timely update of personnel records (personal details, position, salary, appraisal outcomes, leave records, training, and awards).
- Organize locally and produce Group HR reporting.

*Acknowledgment, I have reviewed and understand the above job description and believe it to be accurate and complete, and I can successfully fulfil each duty or task. I also agree that management retains the right to change, add, delete, edit this job description at any time without prior notice.*

	<b>The Employee</b>	<b>On behalf of Seaplast (India) Private Limited</b>
Name		
Signature		
Date		