

	<b>FALKEN TYRE INDIA PVT. LTD.</b>
<b>GURGAON</b>	<b>Role Profile</b>

<b>Job Description</b>	
<b>Level/ Designation</b>	Executive- HR & General Affairs
<b>Reports to</b>	General Manager (HR & General Affairs)
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>• Successfully handled all the HR related activities pertaining to the entire course of Employment Life Cycle</li> <li>• Preparing Job description and Job Specification in consultation with concerned HOD.</li> <li>• Conducting joining formalities and induction process.</li> <li>• Keeping all personnel records for new and existing employees.</li> <li>• Analysis of training feedback.</li> <li>• Identifying various training needs of employees (TNI) based on performance review, skill gap analysis and periodic feedback of managers and conducting them</li> <li>• Developing KRA'S of all employees.</li> <li>• Ensuring daily, weekly and monthly Attendance and Leave record</li> <li>• Handling Employee Grievances.</li> <li>• Keeping the payroll software updated with personal information, salary information and attendance and leave information of all the employees.</li> <li>• Conducting employee engagement activities.</li> <li>• Checking all the reimbursements for all sales employees.</li> </ul>
<b>Qualification</b>	Graduate + MBA/PGDM degree
<b>Age and Experience</b>	Approx. 25-35 Years Approx. 5-10 years

If you are interested in the opportunity, send your Cover Letter and Curriculum Vitae to [careers@falkentyres.in](mailto:careers@falkentyres.in)