

Please find the below mentioned details.

**Job Description: Assistant HR Manager / Manager – HR**

**Department:** Human Resources

**Reporting To:** Director

**Industry:** Logistics / Supply Chain

**Salary Range:** ₹35,000 – ₹45,000 per month

**Location:** Navi Mumbai

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**Role Objective**

To manage **end-to-end HR operations and recruitment** for logistics operations, ensuring **statutory compliance, disciplined workforce management, and smooth coordination with operations**, while overseeing admin through a dedicated admin team member.

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**Key Responsibilities**

**Recruitment & Manpower Planning (Core Focus)**

- Handle **end-to-end recruitment** for logistics roles (operations, warehouse, transport, support staff)
- Coordinate with operations and business heads on **manpower planning, replacements, and expansions**
- Manage **sourcing, screening, interviews, offer rollout, and onboarding**
- Maintain recruitment trackers and ensure **timely closures and joining**
- Liaise with staffing vendors for bulk and frontline hiring

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**HR Operations & Statutory Compliance (Primary Responsibility)**

- Manage complete HR operations including **onboarding, induction, confirmation, attendance, leave, exit formalities, and documentation**
- Coordinate payroll inputs and ensure **accurate payroll processing**
- Ensure compliance with **labour laws and statutory requirements** (PF, ESIC, Shops & Establishment, PT, Bonus, etc.)
- Maintain employee records, statutory registers, and **HR MIS reports**
- Support audits, inspections, and compliance reporting

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**Employee Relations & Discipline**

- Act as a point of contact for **employee queries and grievances**
- Handle **disciplinary actions, HR notices, warnings, and domestic enquiries** (as applicable)
- Support management in maintaining **discipline and compliance** at operational locations
- Drive HR communication and reinforce company policies

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**Team Handling & Coordination**

- Lead and supervise the **HR team**
- Guide, allocate, and monitor tasks to ensure **timely execution**
- Coordinate with **Admin executive (reporting into HR)** for smooth support functions
- Act as an escalation point for HR-related issues

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**Administration (Oversight Only – Limited Scope)**

- **Supervise and review** admin activities handled by the Admin executive
- Ensure administrative support aligns with HR and operational needs
- Monitor vendor coordination related to admin services through the Admin team
- **No direct execution** of routine admin tasks

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## Skills & Competencies

- Strong hands-on experience in **HR operations, recruitment, and compliance**
- **Logistics / supply chain industry exposure is mandatory**
- Good understanding of **warehouse, transport, and manpower-intensive operations**
- Proven team-handling and coordination skills
- Strong communication, follow-up, and stakeholder management skills
- Proficient in **MS Excel, HRMS, and email communication**

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## Qualifications & Experience

- Graduate/Postgraduate in **HR, Business Administration, or related field**
- **4–8 years of relevant HR experience**, preferably in logistics / warehouse / 3PL industry
- Experience managing **blue-collar and white-collar workforce**