

## **Head - HR & Administration**

**Experience:** At least 10 years

### **Job Description**

Candidate will be responsible for independently supervising and controlling entire gamut of Human Resources and General Administration:

#### **A] Human Resources:**

- Recruitment, Promotion, Deployment
- Payroll Administration – Negotiate and settlement in Wage Agreement
- Industrial Relation
- Time Attendance Management
- Training and Development
- Performance Appraisal Management
- Disciplinary Action and brief and consult Labour practitioner in the matter of staff related cases pending in various courts and other judicial / quasi judicial authorities
- Staff Loans / Advances and welfare activities
- Leave Management

#### **B] General Administration:**

- Procurement of office / branch premises on ownership / rental basis and its maintenance and up keeping
- Purchase of office furniture and fixture, electronic / electrical appliances and its maintenance and disposal
- Engage Security agencies and oversee the security arrangement
- Control on Revenue expenses

### **Desired Candidate Profile**

#### **Education**

Graduate and MBA / MMS with Human Resources, LLB

Minimum 10 years experience in Human Resources Department is mandatory out of which 5 years as Head or Deputy Head in Banking HR, preferably Co-operative Banking. The candidate must be fluent in Marathi, English and Hindi language.

**Age:** 35 to 45 years

Salary will not be a constraint for right candidate.