

Job Profile

Designation:	Senior Officer	Department:	Human Resources
Level:	2C	Sub-Function	Corporate HR

Job Role: HR Generalist profile and Compliance for NSL and its Subsidiaries	
Job Responsibility:	
Will be responsible for NFAPPYG HR operations, ensuring 100% adherence to SOP's and Policies:	
<ul style="list-style-type: none">▪ Employee Masters in HRMIS Software▪ Personal File Management and Employee Relation▪ Employee Communication, Employee Grievance Handling and Employee Coordination▪ Performance Appraisal and Learning Management▪ HR Audits and Audit Compliance▪ MIS for HR Function▪ Compliance under Shops and Establishment rules across all states	
Relevant Experience:	3-5 Years Experience
Relevant Qualification:	MBA – HR/MHRM