

### Job Profile

Designation:	Officer HR & IR	Department:	Human Resources
Level:	2B	Sub-Function	Plant HR

Job Role: Responsible for HR and IR activities at Plant across NSL	
Job Responsibility:  Will be responsible for of plant HR operations ensuring 100% adherence to timelines and processes:	
<ul style="list-style-type: none"><li>• Updating and maintaining HR records on the system and physically</li><li>• Handling end to end contract employees</li><li>• Liaison and statutory compliance with respect to HR in the plant</li><li>• Maintaining good employee relations in the plant</li><li>• Assisting Corporate HR team as and when required</li></ul>	
Relevant Experience:	1-2 Years in Manufacturing Industry
Relevant Qualification:	MBA – HR / MHRM/PGDM - IR