

Job Title: HR Manager

Location: Baroda, Gujarat

Company: KVGGN Synergy

About us:

KVGGN Synergy is a leading EPC (Engineering, Procurement, and Construction) company specializing in wind and solar energy projects. As part of our growth strategy, we are expanding our team and seeking a skilled HR Manager to support our dynamic workforce.

Job_Overview:

We are looking for an experienced and proactive HR professional to oversee and manage the HR functions, focusing on talent acquisition, training and development, payroll, and employee engagement. You will be responsible for building a robust HR framework that aligns with the company's vision of growth and sustainability.

Key Responsibilities:

1. Talent Acquisition:

- Lead end-to-end recruitment processes, including sourcing, screening, interviewing, and hiring for various roles.
- Develop and maintain a talent pipeline to support the company's expansion goals.
- Collaborate with department heads to understand their hiring needs and ensure timely fulfillment of vacancies.

2. Training and Development:

- Design and implement training programs to upskill new and existing employees.
- Identify employee development needs and partner with external trainers to facilitate learning opportunities.
- Monitor and assess the impact of training programs on employee performance and engagement.

3. Payroll and HR Operations:

- Oversee payroll management, ensuring accurate and timely processing of salaries.
- Manage employee benefits, leave policies, and other compensation-related functions.
- Ensure compliance with labor laws and internal policies.

4. Employee Engagement and Retention:

- Foster a positive and inclusive workplace culture.

- Implement employee engagement programs to enhance job satisfaction and reduce turnover.
- Conduct regular performance reviews and provide constructive feedback to employees.

5. HR Portal Management:

- Ensure the successful adoption of the new HR portal among employees.
- Provide training and support to staff on using the HR portal for tasks such as leave management, attendance tracking, and performance evaluations.

6. HR Policy Development:

- Review and update HR policies and procedures to ensure alignment with best practices.
- Ensure that all employees are aware of and adhere to company policies.

Qualifications and Skills:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 5+ years of experience in HR management, preferably within the EPC or energy sector.
- Strong knowledge of HR best practices, labor laws, and compliance.
- Experience in managing talent acquisition, training, payroll, and employee engagement programs.
- Familiarity with HR management software (experience with the HR portal is a plus).
- Excellent communication, interpersonal, and problem-solving skills.
- Ability to work independently and manage multiple tasks simultaneously.

What We Offer:

- Competitive salary and benefits package.
- Opportunity to grow with a fast-paced, expanding organization.
- A positive work environment that encourages innovation and teamwork.