

ARKA JAIN UNIVERSITY
TRAINING & PLACEMENT DEPARTMENT

PLACEMENT OPPORTUNITY : SONI AUTO & ALLIED INDUSTRIES LTD.

NOTICE NO.: AJU/T&P/PG/0052/19-20

DATE: 21-10-2020

NAME OF COMPANY: SONI AUTO & ALLIED INDUSTRIES LTD.

ABOUT COMPANY:

SONICO has positioned itself as **one of the leading manufacturers of Conventional, Parabolic and Bogie Leaf Springs in India's Automobile Industry**. Their commitment towards customers' delight has made them unique. Their constant endeavour is to improve productivity & quality as well as providing a safe & clean environment for their team to work. It has helped them to sustain and work on their vision for more than two decades. **The company currently has two manufacturing facilities at Jamshedpur, with a third facility coming up in short time.**

JOB TITLE: EXECUTIVE-HR

DEPARTMENT: HR

REPORTING TO: HEAD (HR & IR)

ELIGIBLE QUALIFICATION: MBA (HR & IR)

ELIGIBLE BATCH: 2018 – 2020

POSITION SUMMARY:

The job holder is Executive - HR of the Company and is one of the members of the HR Department, reporting to the Head (HR & IR). The job holder is responsible for day to day activity relating to Recruitment, New Joining formalities, Documentation of employees personal file, EPF & ESIC compliance, Time office, Daily Manpower compliance, Wage & Salary administration, Daily MIS HR report,, Statutory compliance and Training compliance. The job holder has to maintain direct communication with the workforce on a regular basis to understand and manage their expectations and aspirations and at the same time feel the pulse of associates from Industrial Relations (IR) viewpoint.

INTERACTION:

1. External: Govt. Statutory Bodies, Contractors
2. Internal: Executive HR / All Functional Heads In-house Vendors & Partners
3. External Consultants

KEY RESPONSIBILITIES:

01. Ensure fulfill daily manpower requirement as per schedule, Co-ordinate interviews, and proactive administrative support leading to retention of motivated and disciplined manpower.

02. Preparation of monthly Wage & Salary and other payments of employees accurately keeping its record as per various legal requirements.
03. Ensure EPF & ESIC monthly compliance monthly reconciliation of salary, PF & ESI payments.
04. Maintain regular communication with the workforce to maintain peaceful Industrial Relation so that the plant objectives are achieved.
05. Reduce attrition & increase retention of employees.
06. Disciplinary Procedure.
07. Monitor strict adherence of Safety norms and procedure of the company within the department to achieve zero accident.
08. Ensure statutory compliance and legal requirements,
09. To comply training schedule as per training calendar to develop capabilities of shop-floor workmen by necessary training for proper execution of their jobs.
10. Monitor strict adherence of Safety norms and procedure of the company within the department to achieve zero accident.
11. Maintain all the fire extinguisher across company with perfect condition and to plan periodic training to selected workers & supervisors regarding its proper usage.
12. To maintain personal file of all the employees and to keep it updated at all times.

MEASURES OF SUCCESS:

- Production stop due to manpower shortage - hour
- Training compliance - man-days
- Recruitment cycle time
- No of show cause/Notice
- Safety measured in terms of no. of accidents

COMPETENCIES EXPECTATIONS:

Technical:

Exposure/Knowledge of:

Recruitment

Disciplinary procedure

Statutory compliance

Training & Development

Labour law

Manpower Management:

Safety, Health and Environment Management

Contract Labour Management
General Admin

Behavioral:

Employee Engagement
Interpersonal Skills
Communication and Presentation Skills
Public Relations & Liaisoning with related Govt. Authorities
Counseling the employees & motivating them towards their work

Potential Indicators:

Teamwork
Results Orientation
Monitoring monthly MIS reports
Flexibility

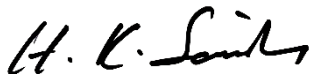
PROCESS OF REGISTRATION:

1. Interested students need to click on the below link or copy/paste the link on Google Chrome (or any other Web Browser) to fill all their details in the provided Google form and should submit to register successfully.

<https://forms.gle/SUxwW9pfexrCZFWXA>

2. Please note that only those students who successfully submit their details will be applicable further.
3. The form can be submitted only once, thus please be cautious while filling up the form.
4. The Resume File name should be student's own name.
5. Registration deadline for Nomination is till **11:00 AM, 22nd October 2020**.
6. One student can Register only once, thus be cautious while registering.
7. Please Note: The Registration process will automatically turn off after the provided deadline.

Sd/-



HEAD – TRAINING & PLACEMENTS

Disclaimer: The information mentioned above is as shared by the employer. The institution will not be responsible for any deviation.