

Advertisement for Selection of Senior Manager – HR & Admin for Indian Highways Management Company Limited (IHMCL)

Resume/CV is to be sent through Email to careers@ihmcl.com latest by **12.05.2023, 18:00 hours**.

About Company:

Indian Highways Management Company Limited (IHMCL), is a company incorporated under the Companies Act, 1956 with equity participation from NHAI, Concessionaire and Financial institutions for implementation of Electronic Toll Collection (ETC) system and other Intelligent Transportation Systems (ITS) / Transportation related activities on National Highways on Pan India basis.

Job Description -

Name of Position	Senior Manager – HR & Admin
Employment Type	Full-time. Contractual for 3 years, extendable as per requirement of IHMCL. The selected candidate will be on probation period for six months from date of joining and confirmation will be done by IHMCL based on his/her performance.
Location	New Delhi
Roles and Responsibilities:	<ul style="list-style-type: none">• Develop and implement HR policies and procedures to ensure compliance with all relevant laws and regulations.• Manage the recruitment process for all new hires, including job postings, interviewing, and selection.• Conduct training and development programs to enhance employee skills and knowledge.• Oversee payroll and benefits administration to ensure timely and accurate processing.• Manage employee relations issues and handle employee grievances.• Ensure compliance with labor laws and regulations and maintain accurate records.• Develop and implement performance management systems to evaluate and improve employee performance.• Oversee the administration of all office services including security, maintenance, and transportation.
Essential Criteria	<ul style="list-style-type: none">• Full-time MBA with specialization in HR.• Minimum 8 years of relevant work experience in HR and Office administrative work.
Desirable criteria	<ul style="list-style-type: none">• Strong knowledge of HR policies and procedures, labor laws, and regulations.• Proven ability to develop and implement HR programs and policies• Excellent communication and interpersonal skills.• Strong leadership and management skills.• Ability to work in a fast-paced environment and meet deadlines.
Remuneration	Up to INR 15 Lakhs per annum based on existing CTC and experience.