

**Company Name:** Elixia Robotics Pvt. Ltd.

**Company Website:** <https://elixia.tech/>

**Position:** HR Manager

**Department:** Human Resources & Admin

We are looking for an experienced HR who can ensure that all human resources (HR) operations are carried on smoothly and effectively. You will be responsible for developing HR strategies and providing sound advice to senior management on all related subjects.

An HR must be an experienced professional with deep knowledge of all matters concerning HR departments. You should be able to manage programs and lead staff while also possessing a strong strategic mindset.

The goal is to ensure that all HR needs of the company are being met and are aligned with all business objectives.

**Responsibilities:**

- € Develop corporate plans for a variety of HR matters such as compensation, benefits, health and safety etc.
- € Act to support the human factor in the company by devising strategies for performance evaluation, staffing, training and development etc.
- € Handle all HR initiatives, systems and tactics
- € Maintain and update all records pertaining to employees' database
- € Serve as the point of contact for employment relations
- € Monitor adherence to internal policies and legal standards
- € Deal with grievances and violations invoking disciplinary action when required
- € Maintains employee confidence and protects operations by keeping human resource information confidential.
- € Maintains quality service by following organization standards.
- € Keep up-to-date with the latest HR trends and best practices.
- € Should have knowledge on HRMS portal

**Qualifications / Skills:**

- € Effective HR administration and people management skills.
- € MBA in HR will be a plus
- € Excellent organizational skills
- € Proven experience as an HR Manager or relevant human resources position
- € Strong communications skills
- € Dependability

- € Organization
- € Scheduling
- € Confidentiality
- € Independence
- € Orienting employees
- € Verbal communication
- € Teamwork

**You Will Thrive at Elixia if,**

- € You can operate in a fast paced, dynamic environment
- € You relate to our company's vision and are willing to go the extra mile
- € You love to work with people