



WEST ASSAM MILK PRODUCERS' CO-OPERATIVE UNION Ltd.
Juripar, R.K. Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

Position	Sr. Assistant (Human Resources)
Minimum Qualification	Full time MBA or PGDM in Human Resources from reputed Institute with 60 percent marks. Certification in Labour Laws shall be an added advantage.
Experience	Preferably 04 (Four) plus years of full time work experience in Human Resource Management in Dairy/ FMCG/ Service/Other Manufacturing sector. <i>However, candidates having less than 03 years of the requisite work experience will not be considered for the Selection Process.</i>
Job Location	Guwahati
Computer Skills	Proficiency in computer skills, including Microsoft Office suite, email, and presentation software.
Language:	Fluency in Assamese, Hindi and English.

JOB INFORMATION:

Age: Not above **30 years as on 1st January, 2025**. However, relaxation in age may be given upto 03 years in case of appropriate/ outstanding candidates with relevant work experience.

Salary: CTC Rs. 6.47 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

MAIN PURPOSE: (captures essence of the job in brief)

Responsible for overseeing all aspects of human resources management to support the organization's values. The role involves recruiting and retaining top talent, fostering a positive work culture, implementing HR policies and procedures, managing employee relations, and ensuring compliance with employment laws and regulations.

MAIN RESPONSIBILITIES:

- **Recruitment and Selection-** Develop and implement recruitment strategies to attract and hire qualified candidates for various positions within the organization. Coordinate job postings, screen resumes, initiate interview process, and facilitate the selection process in collaboration with respective department heads.
- **Onboarding and Orientation-** Oversee the onboarding process for new hires, including orientation sessions, completion of paperwork, and introduction to organizational policies, procedures, and culture. Ensure a smooth transition for new employees into their roles.
- **Employee Relations-** Serve as a trusted resource and advisor to employees and managers on HR-related issues, including performance management, conflict resolution, disciplinary actions, and employee grievances. Promote open communication and a positive work environment.
- **Policy & Procedure Communication-** Communicate changes to policies and ensure understanding and adherence among staff.
- **Training and Development-** Identify training needs and develop programs to enhance the skills and competencies of employees at all levels. Coordinate training sessions, workshops, and professional development opportunities to support career growth and succession planning.

- **Benefits Administration-** Administer employee benefits programs, including perks or incentives of employees. Assist employees with benefits enrolment, changes, and inquiries, and serve as the liaison with benefit providers.
- **Performance Management-** Oversee the performance management process, including performance evaluations, feedback sessions, and performance improvement plans. Provide support to department Heads on explaining performance management system as needed.
- **HR Administration-** Manage day-to-day operational activities, and HR-related administrative tasks, such as maintaining employee records, processing payroll, handling employee inquiries, facilities management, office supplies procurement, vendor management, and ensuring compliance with record-keeping requirements

Operational Responsibilities:

- Coordinate logistics for meetings, events, and employee activities, including scheduling, and catering arrangements.
- Partner with employees to support human resources issues, leaves, health concerns, and compliance matters.
- Communicate with department heads regarding performance reviews and escalations.
- Conduct wellness events such as birthday and anniversary celebrations, games, and other events.
- Conduct background verifications for new hires before the hiring process is finalized.
- Assist with travel arrangements, expense reports, and other administrative tasks as needed.
- Serve as a point of contact for internal and external inquiries, routing requests to the appropriate department or individual.
- Identify opportunities to streamline processes, improve efficiency, and enhance the employee experience.
- Implement best practices and standard operating procedures to optimize recruitment and operational workflows.
- Collaborate with cross-functional teams to drive continuous improvement initiatives and achieve organizational goals.
- Handle issues related to employee performance, behavior, and other employee management queries. Prepare department-specific assessments covering organizational rules, regulations, tasks, etc.
- Conduct exit interviews to understand employee expectations and reduce attrition.
- Provide continuous training, motivation, and support for employee wellness.
- Assist with payroll processing, benefits administration, and employee inquiries related to HR and operations matters.
- Ensure proper sanitation and hygiene is maintained at the shop floor.

JOB DESIRABLES:

Preference shall be given to candidates with:

- Demonstrated expertise in recruitment best practices, including sourcing techniques, candidate assessment methods, employee relations, including conflict resolution, disciplinary actions, employee counseling, HR Operations, HR policies creation, HR procedures, and HR compliance.
- Experience in FMCG with knowledge of employment laws and regulations, particularly those relevant to labour relations and compliances.
- Experience in conducting HR audits and assessments to ensure alignment with relevant legal standards.
- Experience in conducting training sessions, workshops, or seminars on recruitment best practices, talent assessment techniques, and HR operations optimization.
- Proficiency in data analysis and reporting, with the ability to leverage recruitment metrics and analytics to drive continuous improvement and inform strategic decision-making.
- Strong project management skills, with the ability to manage multiple recruitment projects simultaneously and deliver results within established timelines and budget constraints.
- Familiarity with typical office protocols, methods, and equipment.
- Knowledge of safety protocols and adherence to safe working procedures.
- Skill in maintaining precise record-keeping.

Reporting, Performance Review and Leave Terms:

- The Sr. Assistant (Human Resources) will report to the Group Head-Human Resources, WAMUL.
- Performance will be reviewed as per Key result areas (KRA). The remuneration may be enhanced on an annual basis as per prevailing rules, which will be performance based.
- The Sr. Assistant (Human Resources) will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.
- For any authorized tour within the operational areas, he/she will be paid TA/DA as per norms/policy of WAMUL.

WAMUL reserves the right to transfer the selected candidate to any of its Departments/Groups or locations, as and when required, in accordance with the organizational needs, without assigning any reason thereof.