**JOB DESCRIPTION – HR EXECUTIVE**

**Company:** Jinkushal Industries Limited
**Location:** Jinkushal Industries Limited, Workshop, Donde Kala, Raipur (C.G.)
**Department:** Human Resources
**Duty Timing:** 09:00 AM to 07:00 PM

**Position Summary**

Jinkushal Industries Limited is looking for an experienced and result-oriented HR Executive to manage recruitment, employee relations, attendance, payroll coordination, statutory compliance, and administrative activities at its Heavy Equipment Workshop in Donde Kala, Raipur.

**Key Responsibilities**

**Recruitment & Manpower Management**

- Recruitment of mechanics, operators, technicians, welders, electricians, and support staff.
- Conduct interviews and coordinate joining formalities.
- Maintain manpower records and employee database.

**Attendance & Payroll**

- Daily attendance monitoring and leave management.
- Preparation and verification of payroll inputs.
- Overtime and shift management.
- Coordination with Head Office for salary processing.

**Statutory Compliance**

- Knowledge of PF, ESIC, Labour Laws, Bonus, and Gratuity.
- Maintain statutory records and registers.
- Coordinate labour inspections and compliance activities.

**Employee Relations**

- Handle employee grievances and disciplinary matters.
- Ensure implementation of company policies.
- Maintain healthy industrial relations at the workshop.

**Administration**

- Manage accommodation, canteen, housekeeping, and security arrangements.
- Maintain employee documentation and reports.
- Support workshop management in administrative activities.

**Qualification**

- Graduate / MBA (HR) preferred.
- Minimum 3 years of HR experience in Manufacturing, Mining, Construction, Heavy Equipment, or Industrial Workshop environment.

**Required Skills**

- Good communication and interpersonal skills.
- Strong knowledge of Labour Laws and statutory compliance.
- Proficiency in MS Excel, Word, and HR MIS reporting.
- Ability to work independently and manage workforce effectively.

**Salary**

- Best in Industry (Based on Experience & Performance)

**Reporting To**

- HR Head / Management