

Star Technologies

<https://star-technologies.co.in/job/hr-manager/>

HR MANAGER

Description

We are looking for a seasoned HR Manager to lead and oversee all aspects of human resource practices and processes, ensuring compliances, driving employee engagement and aligning people practices with business goals. The HR Manager will oversee recruitment, employee relations, performance management, training, and compliance with labour laws and perform other ancillary and related functions.

Responsibilities

Developing, implementing & monitoring HR strategies, initiatives, systems and procedures duly aligned with overall business strategy.

Creating, overseeing and managing a transparent and objective performance appraisal/review system by helping setting KPIs, coaching managers /team leaders on feedback delivery and ensuring fair evaluation.

Designing and maintaining a competitive salary structure and benefits package that supports recruitment and retention goals.

Bridging management and employee relations.

Talent acquisition, managing the recruitment and selection process of various level/streams of employees including creating job descriptions (JD), sourcing candidates, conducting interviews and improving employer branding.

Implementing applicant-tracking systems (ATS) to streamline the hiring process and reduce time-to-hire.

Supporting current and future business needs and goals through human resource development and motivation.

Nurture a positive working environment in the organisation.

Ensuring new hires are integrated smoothly into the company culture and systems through a robust onboarding and employee orientation program boosting retention and productivity.

Ensuring compliances with labour laws, PF/ESI laws , other laws/statutes in force from central/state Govt/local body/authority, employment standards and internal policies protecting the organisation from legal risks besides remaining abreast of latest changes in labour laws, industry regulations, workplace safety standards and keeping real time preparedness for audits.

Auditing personnel files of employees, PF/ESI registers and other records and updating employee handbooks based on current labour laws and regulations.

Acting as advisor and a strategic partner helping building a strong, inclusive and high-performing workplace culture.

Building organisational culture and aligning workforce with micro and macro business goals and organisational changes.

Hiring organization

STAR INFORMATIC PVT LTD

Employment Type

Full-time

Job Location

B-1/626, II Floor, Janakpuri,,
110058, New Delhi, Delhi, India

Date posted

November 13, 2025

Having strong hold on payroll preparation and finalisation duly complying with the payroll rules and laws in force.

Having sound knowledge of time management techniques and use of time keeping equipment like bio metric attendance system etc.

Having strong acumen for automation of various HR processes including payroll processing and knowledge of HR related software.

Conducting regular in/out house training programs to upskill the workforce by identifying skill gaps, recommending learning solutions, tracking employee development progress and inculcating staff appreciation policies.

Ensuring effective use of human capital through regular development of human resources to achieve business goals while also taking care of employee needs and regulatory compliances.

Devising strategies for assessing future workforce needs by analysing talent gaps, planning for retirements/resignations and forecasting hiring needs in collaboration with management to create a 12-month hiring roadmap based on projected business growth.

Acting as a neutral facilitator for handling employees' interpersonal issues, disputes or misunderstandings while also protecting company interests by mediating between a team lead and staff members over misaligned expectations and updating role clarity.

Qualifications

The applicant should be minimum a graduate in any stream with preferably a degree/diploma in human resources.

A minimum of 5 years of working experience with at least 2-3 years of experience in managerial capacity.

Strong interpersonal, verbal and written communication skills, leadership abilities, problem-solving skills, proficiency in HR software.

Job Benefits

Salary will not be a constraint for the right candidate.