

JOB DESCRIPTION – ASST. HUMAN RESOURCE MANAGER

Job Title: Asst. Human Resource Manager

Department: Human Resources

Reporting To: Chief operating Officer

Location: Chikmagalur



Position Purpose

The Assistant HR Manager will support the HR Head in managing and coordinating all Human Resources functions across multiple resort locations. The role is responsible for ensuring smooth HR operations, recruitment, employee engagement, statutory compliance, payroll coordination, training, and employee relations while maintaining consistent HR practices across all properties.

Key Responsibilities

Recruitment & Onboarding

- Coordinate end-to-end recruitment for all resort locations.
- Source candidates through job portals, consultants, referrals, institutes, and social media.
- Schedule interviews and coordinate with hiring managers.
- Ensure timely onboarding, induction, documentation, and joining formalities.
- Maintain an updated recruitment tracker and manpower status.

HR Operations

- Maintain employee personal files and HR documentation.
- Ensure accurate attendance, leave, and employee records.
- Monitor probation confirmations, contract renewals, and employee lifecycle activities.
- Prepare HR reports, dashboards, and monthly MIS.

Payroll & Benefits

- Coordinate monthly payroll inputs with Finance and Corporate HR.
- Verify attendance, overtime, incentives, leave records, and statutory deductions.
- Assist in processing final settlements and employee benefits.

Employee Relations

- Address employee concerns and provide HR support.
- Conduct grievance handling and counselling sessions.
- Support disciplinary procedures and domestic enquiries.
- Promote a positive work culture through employee engagement activities.

Learning & Development

- Coordinate induction programs for new employees.
- Organize technical, behavioural, statutory, and compliance training.
- Maintain training calendars and attendance records.
- Track employee development and training effectiveness.

Statutory Compliance

- Ensure compliance with labour laws and company policies.
- Coordinate EPF, ESIC, Gratuity, Bonus, Professional Tax, and other statutory requirements.
- Maintain statutory registers and documentation.
- Support labour inspections and internal HR audits.

Performance Management

- Coordinate annual and mid-year performance appraisal processes.
- Track goal setting, reviews, and performance documentation.
- Support succession planning and employee development initiatives.

Employee Engagement & Welfare

- Organize employee recognition programs and celebrations.
- Coordinate welfare activities, sports, cultural events, and CSR initiatives.
- Conduct employee satisfaction surveys and recommend improvements.

Multi-Location HR Coordination

- Provide HR support to multiple resort locations.
- Conduct regular visits to assigned resorts.
- Ensure uniform implementation of HR policies and SOPs.
- Support Resort Managers and Department Heads on HR-related matters.

HR Compliance & Administration

- Ensure compliance with POSH guidelines and internal policies.
- Maintain confidentiality of employee information.
- Assist in HR audits and policy implementation.
- Ensure timely submission of HR reports to Corporate HR.

Key Skills

- Strong recruitment and interviewing skills.
- Sound knowledge of Indian labour laws and statutory compliance.
- Payroll coordination and HR administration.
- Excellent communication and interpersonal skills.
- Employee engagement and conflict resolution.
- HRMS and Microsoft Office proficiency.
- Strong analytical and reporting skills.
- Ability to manage multiple priorities and locations.

Qualification

- MBA / PGDM in Human Resources or equivalent.
- Certification in Labour Laws or HR Operations is an added advantage.

Experience

- 4–8 years of HR experience in the hospitality industry.
- Minimum 2–3 years in a supervisory or Assistant HR Manager role.
- Experience handling multiple hotels or resorts is preferred.
- Pre-opening resort experience will be an added advantage.

Key Performance Indicators (KPIs)

- Recruitment Turnaround Time (TAT)
- Offer-to-Joining Ratio
- Employee Retention Rate
- Payroll Accuracy
- Statutory Compliance Score
- Training Completion Rate
- Employee Engagement Activities Conducted
- HR Audit Compliance
- Employee Grievance Resolution Time
- Manpower Budget Adherence

Working Conditions

- Based in Chikmagalur with frequent travel to assigned resort locations.
- Availability to work during weekends or holidays as per operational requirements.

Authority

- Coordinate HR activities across assigned resort locations.
- Recommend recruitment, employee engagement, and HR process improvements.
- Support Resort Managers in HR-related decisions.
- Ensure implementation of corporate HR policies and procedures.

Employee Signature**HR Signature**