

JOB DESCRIPTION – ASST. PEOPLE & CULTURE

Job Title: Asst. People & Culture

Department: Human Resources

Reporting To: Manager – Human Resources (Chikmagalore)

Location: Kabini & Bandipur



Position Purpose

The Assistant HR Manager will support the HR Head in managing and coordinating all Human Resources functions across the Kabini and Bandipur resorts. The position will ensure consistent HR practices, timely manpower support, employee engagement, statutory compliance, payroll coordination, learning and development, employee relations and HR reporting across both properties.

Core Responsibilities

1. Recruitment & Manpower Planning

- Coordinate end-to-end recruitment for Kabini and Bandipur in line with approved manpower budgets.
- Maintain an updated manpower plan, vacancy tracker and recruitment pipeline for both resorts.
- Source candidates through job portals, consultants, referrals, institutes and social media.
- Coordinate interviews with Resort Managers and Department Heads and ensure timely closure of vacancies.
- Ensure timely offer release, joining formalities, documentation and induction.

2. HR Operations & Documentation

- Maintain employee personal files, HR records and documentation for both resorts.
- Ensure accurate attendance, leave and employee lifecycle records.
- Monitor probation confirmations, contract renewals and other employee lifecycle activities.
- Prepare property-wise and consolidated HR reports, dashboards and monthly MIS.

3. Payroll & Benefits

- Coordinate monthly payroll inputs with Finance and Corporate HR for both properties.
- Verify attendance, overtime, incentives, leave records and statutory deductions before payroll closure.
- Assist with final settlements, employee benefits and payroll-related employee queries.
- Ensure timely submission and validation of payroll inputs as per the agreed monthly payroll calendar.

4. Employee Relations & Welfare

- Address employee concerns and provide timely HR support at both resorts.
- Handle grievances, counselling and employee relations matters with appropriate confidentiality.
- Support disciplinary procedures and domestic enquiries as required.
- Drive employee welfare, recognition, celebrations, sports, cultural activities and CSR initiatives.

5. Learning & Development

- Coordinate induction programs for new employees at both resorts.
- Organize technical, behavioural, statutory and compliance training.
- Maintain property-wise training calendars, attendance and training records.
- Track training completion and employee development initiatives and monitor training effectiveness.

6. Statutory Compliance & HR Audit

- Ensure compliance with applicable labour laws, company policies and HR SOPs.
- Coordinate EPF, ESIC, Gratuity, Bonus, Professional Tax and other statutory requirements.
- Maintain statutory registers and supporting documentation.
- Support labour inspections, HR audits, POSH compliance and corrective-action closure.

7. Performance Management

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

8. Multi-Location HR Coordination

- Act as the designated HR coordination point for Kabini and Bandipur.
- Ensure uniform implementation of corporate HR policies, processes and SOPs.
- Conduct planned HR visits and maintain regular on-site HR presence at both properties.
- Support Resort Managers and Department Heads on HR-related decisions and people matters.
- Identify property-level HR gaps and recommend process improvements to the HR Head.

Dedicated Resort Timeline & Presence Plan

The Assistant HR Manager will follow a structured monthly on-site rotation to provide dedicated HR attention to each resort. The standard cycle will comprise 15 dedicated working days at Kabini and 15 dedicated working days at Bandipur. The balance of the month, where applicable, will be used for consolidated reporting, payroll closure, recruitment follow-up, corporate coordination and priority HR interventions.

Timeline	Location	Primary Focus	Key Deliverables	Review
Days 1–15	Kabini Resort	Dedicated on-site HR operations	Manpower/recruitment review; attendance & leave audit; employee relations; training; statutory documentation; engagement; department-wise HR review	Day 15 review with Resort Manager
Days 16–30	Bandipur Resort	Dedicated on-site HR operations	Manpower/recruitment review; attendance & leave audit; employee relations; training; statutory documentation; engagement; department-wise HR review	Day 30 review with Resort Manager
Monthly / Between Visits	Corporate / Chikmagalur	Consolidated HR control	Payroll coordination; MIS; recruitment follow-up; consolidated manpower dashboard; compliance tracker; action-plan monitoring; Corporate HR reporting	Monthly review with HR Head / COO

15-Day Dedicated On-Site Activity Cycle – Applicable to Each Resort

Days	Focus Area	Expected Output
Days 1–2	HR audit & manpower review	Opening review of manpower, vacancies, attendance, leave, documentation and pending HR actions
Days 3–5	Recruitment & onboarding	Vacancy closure plan, interviews, sourcing, joining documentation and induction
Days 6–7	Employee relations & engagement	Employee interaction, grievance review, counselling and engagement/welfare activities
Days 8–9	L&D & performance	Training coordination, training records and performance follow-up
Days 10–11	Payroll & HR operations	Attendance/payroll validation, employee files, lifecycle actions and MIS inputs
Days 12–13	Compliance & audit	Statutory documentation, POSH/policy compliance and audit-gap closure
Day 14	Department HR review	Meetings with HODs and Resort Manager; identify people risks and corrective actions
Day 15	Closure & reporting	15-day HR report, action tracker and next-cycle priorities shared with HR Head/Resort Manager

Key Skills

- Strong recruitment, interviewing and manpower planning skills.
- Sound knowledge of Indian labour laws and statutory compliance.
- Payroll coordination and HR administration capability.
- Excellent communication, interpersonal and employee-relations skills.
- Ability to conduct training, engagement and conflict-resolution activities.
- HRMS and Microsoft Office proficiency.
- Strong analytical, reporting and MIS skills.
- Ability to manage multiple priorities across two resort locations.

Qualification & Experience

- MBA / PGDM in Human Resources or equivalent.
- Certification in Labour Laws or HR Operations is an added advantage.
- 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
- Timely completion of 15-day resort HR action plans

Working Conditions & Mobility

- 15 dedicated working days at Kabini and 15 dedicated working days at Bandipur as the standard monthly
- HR presence plan, subject to operational requirements.
- Availability to work during weekends or holidays when required by resort operations.
- Ability to independently manage HR priorities and coordinate with Resort Managers and Department
- Heads at both properties.

Authority

- Coordinate HR activities across Kabini and Bandipur resorts.
- Recommend recruitment, employee engagement, L&D and HR process improvements.
- Support Resort Managers in HR-related decisions within company policy.
- Ensure implementation of corporate HR policies and procedures.
- Escalate critical employee relations, compliance and manpower risks to the Manager – Human Resources (Chikmagalore).

Employee Signature**HR Signature**