

## **HR Manager**

### **Roles and Responsibilities**

Facilitate and implement HR activities within the school premises.

Facilitate in school staff recruitment & selection process screening & shortlisting

Co-ordinating and arranging for interview rounds like screening test, demo class, personal interview etc.

Maintaining database of Cvs.

Maintaining Staff Record

### **Desired Candidate Profile**

Candidate must have prior experience as Human Resources Manager

Candidate should have experience in HR domain along with good communication Skills.

Excellent communication and presentations skills a must

Prior Knowledge HR operations

Prior Knowledge in Payroll, Salary Breakup, bonus, TDS & leave encashment

Should be able to take up the responsibility of HR Department.

Knowledge in statutory benefits