

Post*	Team Member – HR & Administration
Company Name*	Dyna-K Automotive Stampings Pvt Ltd, Bhosari-Pune.
Company Profile*	Dyna-K is a manufacturer of Precision Sheet Metal Stampings for Automotive Industry, an IATF 16949: 2016 certified company. It manufactures critical stampings for applications in Automotive Brakes & Boosters, Engine and Turbo Charger parts. Customers include Bosch, Cummins, Honeywell with exports to USA, UK, China and Brazil.
Job Description*	<p><u>40 % Man Power Planning and control 40% IR Role & 20% HR role</u></p> <p><u>Must have experience only from a Manufacturing company</u></p> <p>Manpower Planning and Remuneration -This role has a core focus on assembling a skilled workforce by working with contractors on company role to include daily review of temporary & permanent work force requirement of each plant with Plant HR and cost impact on business. - Recommend and maintain an organization structure and staffing levels to accomplish organization's goals and objectives. - Responsible for monthly payroll activities - Core responsibilities of HR and manpower statutory requirements.</p> <p>Statutory compliances & Industrial Relations: - This role has an additional core focus on Industrial Relations, managing both plant locations and overseeing the Industrial Relations and manage discussions with all regulatory bodies - Ensure statutory compliances and provide Administrative support for both plants - Renewal of Agreements pertaining to both plants - Core responsibility of liaison with Govt. authorities for compliances - The role would be tasked with managing and building positive relationships with Contract Workers & Associates. - Performance management and improvement systems within the organization and will be responsible for overall 5S control and reporting in designated parts of the organisation</p> <p>Training and Development: - Record Competancy and Skill Matrix for all employees with ownership of Training Calendar - Own the delivery of all HR programs - talent, compensation & benefits, Learning and recruitment - Establish short- and long-term goals, review budget for HR expenses. - Devise and implement Employee Retention strategies to reduce employee turnover & enhance engagement</p>
Candidate Profile*	*Minimum Bachelor's degree in Commerce + Added preference for HR graduate +post grad courses * Demonstrated hands on work in all aspects above especially Statutory requirements by self-filing of Statutory Returns and Compliances * Fluent in Hindi Marathi and English . *Good command over writing in English for official documentation and correspondence
Minimum Experience*	5 Years
Location*	Pune
Compensation	5.5 – 7 Lacs + /Annum based on candidate experience
Ref. No.	TM / HR
Location	Dyna-K Automotive Stampings Pvt Ltd. 6/J Block, MIDC Industrial Estate, Bhosari, Pune- 411026.
Website	www.dynakstamp.com