

Role Dossier for HR Manager/Executive/Generalist

Designation: HR Manager/Executive/Generalist

Department: Civil

Reporting to: Project Manager

Job Location: Site

JOB Hr. Executive

- Job Title: HR Manager/Executive/Generalist
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- Company Name: Bhanu Construction
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- **Location: Vidya Vihar, Mumbai**
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- Reporting to: Directors
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- Job Type: Full-time, Permanent
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- Job Summary:
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- We seek an experienced and dynamic HR professional to manage our HR functions, driving recruitment, employee engagement, performance management, and compliance.
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- **Key Responsibilities:**
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- 1. Recruitment and Selection
- 2. Employee Onboarding and Induction
- 3. Employee Relations and Conflict Resolution
- 4. Performance Management and Development
- 5. Training and Development
- 6. Compensation and Benefits Administration
- 7. Compliance with Labor Laws and Regulations
- 8. Employee Engagement and Retention
- 9. HR Policy Development and Implementation
- 10. Reporting and Analytics
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- Requirements:

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- - Master's/Bachelor's degree in HR/Management
- - 3-5 years of experience in HR
- - Strong knowledge of labor laws and regulations
- - Excellent communication and interpersonal skills
- - Proficient in HR software and tools

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- **Desirable Skills:**

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- - Certification in HR (e.g., SHRM, PHR)
- - Experience in the construction industry

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- **What We Offer:**

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- - Competitive salary and benefits
- - Opportunity for growth and development
- - Collaborative work environment

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- About Bhanu Construction:

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- Visit ([link unavailable](#)) to learn more.

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- How to Apply:

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- **Email: hr@bhanuconstruction.com**

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- I made minor adjustments for clarity and consistency. Feel free to use this version.

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- Would you like me to help with:

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- 1. Posting the job ad on job boards or social media?
- 2. Creating an attractive job posting image?
- 3. Writing a compelling job posting introduction?.
- Drawn up detailed project plan, cost estimates, cost-benefit analysis to ascertain technical and commercial viability with accountability of getting the work executed as per the drawings.
- Formulated plan to ensure effective construction management, including the control of site progress, resolutions of site problems, control of site meetings etc.
- Interacted with consultants regarding design / drawing, Quality, progress and with architects for smooth coordination.
- Defined technical specifications of materials/ equipment and delineating lucidly the scope of project.
- To maintain record of Client Correspondence.

Issued by,

Received by,

Human Resources

Employee