



**HR Manager, Poicha
Avid Organics Pvt. Ltd.**

About Avid Organics Pvt. Ltd: Avid Organics is a leader in the development of specialized value-added chemicals, transforming industry norms in cosmetics, pharmaceuticals, agriculture, and the paint industry. Our mission is to innovate with the future in mind, committing to the preservation of our planet for future generations. We stand out not just for the quality of our products but for our harmonious blend of creativity and the latest technological advancements. Our dedication to sustainability and environmental stewardship is steadfast, ensuring that each innovation contributes positively to our world.

Position Overview: We are seeking a dedicated and experienced Engineering Head to join our team in Poicha. The Engineering Head will be responsible for overseeing all aspects of engineering operations, ensuring the smooth and efficient functioning of our plant, and driving continuous improvement initiatives

Responsibilities:

- Handle daily HR tasks including answering calls, sending messages, and taking notes.
- Oversee housekeeping, stationary, and pantry needs. Manage employee ID card registration and issuance.
- Maintain courier registers, draft notices, and manage employee welfare communications.
- Prepare staff attendance, manage ID cards, and maintain various HR/admin registers.
- Draft and issue letters like offer, appointment, salary revision, promotion, and resignation letters.
- Coordinate events such as birthdays, conferences, and meetings.
- Monitor admin activities and visit the plant site to ensure labor engagement and task completion.
- Manage guest relations, including scheduling and arranging food and beverages.
- Maintain job descriptions, skill matrices, training records, PF records, and other HR documents.
- Ensure compliance with legal obligations and maintain audit records.
- Identify training needs, maintain training records, and evaluate training effectiveness.
- Maintain company asset and stationary registers.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Proven experience of at least ten years in a managerial role within HR, preferably at a Chemical or Pharmaceutical manufacturing unit.
- Strong knowledge of HR practices and legal requirements.
- Excellent organizational and leadership skills.
- Strong communication and interpersonal abilities.
- Proficient in problem-solving and decision-making.

Additional Information:

At Avid Organics, we believe that we can achieve our mission to enhance value creation for our stakeholders only through the quality and commitment of our people. We continuously strive to unleash the potential of each individual. We leverage human capital for competitiveness by nurturing knowledge, entrepreneurship, and creativity. These strengths help us compete successfully in a global business environment and exploit emerging opportunities. We reward the will to succeed and the desire to compete with the best in the world. Our employees are intellectually stimulated and given the freedom to make their own decisions, driving our growth through innovation and experimentation.

Apply Now! Visit our website or contact us at hr@avidorganics.net to learn more.