



SYMBIOSIS CENTRE FOR DISTANCE LEARNING (SCDL)

Symbiosis Bhavan, 1065,

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<p>Brief about the Company</p>	<p>Our journey began in 1984, it was a small step that started a lifetime of action, innovation and trust.</p> <p>Midas Hygiene Industries took form in 1984, with the inception of Midas Marketing House, as a proprietary firm.</p> <p>We became a Pvt. Ltd. company in 1996, under the leadership of Mr. Swadesh Kapoorji.</p> <p>Today, 37 years later, we stand as one of India's leading home and personal care manufacturers of household products for home and personal care.</p>
<p>Current Opening (Designation)</p>	<p>2. Sr. Exe – HR and Compliance</p>
<p>Profile of the Candidates</p>	<p>Core Responsibilities: -</p> <ol style="list-style-type: none"> 1. Manage the Payroll and Compliance 2. SPOC for all HR and Admin-related activities 3. Handle employee grievances formally and informally, forward them to the concerned department and follow up for resolution. 4. Play the role of Employee champion by knowing and counseling their employees as and when required. <ol style="list-style-type: none"> 1. Statutory Compliance (ESIC, PF, Insurance, and other compliances) <ul style="list-style-type: none"> • Track the attendance of all staff day-wise in provided excel format (or) in the Software as per organization requirements and communication. • Track leave database, eligibility, availed and closing balances of leaves for the district in excel format • Provide this information on a monthly basis to the HR and Admin Manager for payroll input. • Coordinate with consultants for the ESIC, PF, and other compliances • Follow up on the ESIC and Insurance claims 2. Database Management: <ul style="list-style-type: none"> • Maintain a database of positions viz-a-viz current status, and a number of vacant positions and work towards providing suitable manpower for vacant positions. • Collect documents from employees as per standard checklist • Maintain the personal files of the positions mentioned above at the district level and update them regularly. • Maintain the complete database of all employees in payroll in specified excel sheet / Spine • Software and update them regularly with any changes • Maintain and update the organograms for the district along with the master data of employees • Maintain the HR files such as employee personal files, recruitment files, PF related documents at the district level • Maintain database for the compliances (ESIC, PF, and others) 3. On-boarding and Induction: <ul style="list-style-type: none"> • Ensure that the induction plan is signed off and filed in the personal file of all employees. • Issue E Pehchan Card for employees under ESIC compliance

	<p>4. Salary Processing / Payroll</p> <ul style="list-style-type: none"> • Provide payroll inputs such as attendance summary, leave summary, and other deductions to payroll • Employee-wise in the specified format for processing payroll. <p>5. Performance Management</p> <ul style="list-style-type: none"> • Track Probation reviews with timelines and ensure outcomes are communicated formally through letters. • Communicate the process of annual / midyear appraisals, receive, verify the forms and share the consolidated outcome in specified formats. • Ensure that contract renewals are done in a timely manner. <p>6. Employee Separation</p> <ul style="list-style-type: none"> • Ensure resignation letters are received for employees who intend to leave. • Follow up on the clearance certificate and ensure the final settlement is done within the standard agreed timeline. <p>7. Employee Engagement</p> <ul style="list-style-type: none"> • Coordinate and manage a wide range of employee engagement activities on a regular basis • Collaborate with District Manager on programs/activities that will maximize employee engagement and satisfaction • Organize and facilitate the monthly – quarterly – half yearly – yearly staffing reviews • Support the various functions during the onboarding of new joiners to ensure the orientation process is properly completed
Locations	Navi Mumbai
Number of Candidates	01
CTC / Pay Package (yearly)	3-4lakhs per annum
Date of Joining	1 st Nov 2022
Selection Process & Criteria	HR round Management Round

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Website: <https://midashygiene.net/about-us/>

With Warm Regards,
Rupsi
Placement Team
SCDL