

Assistant Manager – HR (Infrastructure Project Company)

Location

Kadi / Vithhlapur

Industry

Infrastructure / Industrial Development / Construction

Reports To

HR Manager / GM – HR & Administration

Job Summary

Manage HR operations including recruitment, compliance, payroll coordination and employee relations.

Key Responsibilities

- Manage recruitment & onboarding
- Handle payroll & statutory compliance
- Maintain HR records & MIS
- Manage contractor labor compliance
- Support performance appraisal & audits

Qualification

Graduate in HR / Business Administration. MBA / MSW preferred.

Experience

5–8 years HR experience in infrastructure / construction projects.