

Job Title: Manager – HR

Location: Mumbai.

About Us:

Dai-ichi is a leader in the specialty chemicals industry, dedicated to innovation and excellence in chemical manufacturing. We are looking for a highly skilled Manager HR to own the full HR lifecycle from operations and compliance to strategic business partnering. This role is designed for a professional who can bridge day-to-day HR execution with high-impact people strategy, driving growth through talent, culture, and data-led decision-making.

Job Summary

The Human Resources (HR) Manager will oversee all aspects of human resources practices and processes. The HR Manager will be responsible for developing and implementing HR strategies and initiatives aligned with the overall business strategy, ensuring compliance with legal requirements, fostering a positive work environment, and supporting the company's goals by attracting, retaining, and developing talent.

Key Responsibilities

1. Strategic HR Management:

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Serve as a strategic partner to the senior leadership team.
- Collaborate with leadership on organizational design, workforce planning, and change management to ensure the business is agile and prepared for future challenges.

2. Talent Acquisition and Management:

- Oversee the recruitment and selection process to ensure the hiring of qualified candidates.
- Develop and implement effective onboarding programs.
- Manage talent development and succession planning.

3. Employee Relations and Engagement:

- Foster a positive work environment through effective employee relations programs.
- Address employee grievances and conflicts with professionalism and fairness.
- Develop and implement employee engagement initiatives to enhance job satisfaction and retention.

4. Performance Management:

- Oversee the performance appraisal process, including setting performance standards and conducting reviews.
- Develop and implement performance improvement plans as needed.
- Provide coaching and guidance to managers on performance management issues.
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5. Compensation and Benefits:

- Design and manage competitive compensation and benefits programs.
- Ensure compliance with legal requirements and industry standards.
- Conduct regular reviews and assessments of compensation structures.

6. Training and Development:

- Identify training needs and develop programs to enhance employee skills and knowledge.
- Coordinate and deliver training sessions and workshops.
- Evaluate the effectiveness of training programs and make improvements as needed.

7. Compliance and Reporting:

- Ensure compliance with all employment laws and regulations.
- Prepare and maintain required reports and documentation.
- Conduct regular audits to ensure HR practices are compliant and effective.

8. HR Administration:

- Oversee HR administrative functions, including record-keeping, policy development, and implementation.
- Manage HR budgets and resources effectively.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field. Master's degree preferred.
- Minimum of 5-7 years of HR management experience, preferably in the specialty chemical industry or a similar manufacturing environment.
- In-depth knowledge of labor law and HR best practices.
- Strong interpersonal and communication skills.
- Proven ability to lead and develop HR teams.
- Excellent organizational and time management skills.
- Proficiency in Zing and other HR software.
- Professional HR certification is a plus.

Key Competencies:

- Leadership and strategic thinking
- Problem-solving and decision-making
- Relationship management
- Adaptability and flexibility
- Integrity and ethical behavior
- Collaboration and teamwork

Why Join Dai-ichi?

- Opportunity to work with a global leader in specialty chemicals.
- Be a part of a pioneering company that is leading innovations in the chemical industry.
- Work in a stimulating environment that values innovation and sustainable practices.
- Competitive salary, benefits, and opportunities for professional growth.