**Responsibilities:**

* Support the Head in managing day-to-day HR operations and ensuring timely and accurate delivery of HR services.
* Assist in developing and implementing HR policies, procedures, and systems to streamline operations and enhance efficiency.
* Collaborate with cross-functional teams to address HR-related operational challenges and provide effective solutions.
* Monitor key HR metrics and prepare reports for management review.
* Oversee legal and Litigation related activities of the organization.
* Keep track of the organization agreements, insurance, and legal cases.
* Ensure compliance with all applicable labour laws, regulations, and related statutory requirements.
* Stay updated with relevant labour legislation and ensure policies and practices are by the latest legal provisions.
* Liaise with external legal counsel, if required, to address legal matters about HR.
* Oversee the management of HR master data including employee records, payroll data, benefits information, and other personnel-related information in compliance with data privacy regulations.
* Collaborate with IT and HR technology providers to maintain accurate and secure HR databases and systems.
* Develop and implement data quality control procedures and ensure data integrity and confidentiality.
* Develop and enhance the onboarding process for new hires, ensuring a seamless transition and positive experience for employees.
* Coordinate with various departments to ensure all necessary resources and documentation are readily available for new employees.
* Conduct orientation sessions to familiarize new employees with company policies, procedures, and culture.
* Support the design and implementation of a comprehensive training and development framework.
* Identify training needs and develop training programs to enhance employee skills and competencies.
* Collaborate with internal stakeholders to deliver training programs and evaluate their effectiveness.
* Monitor training-related budgets and expenses.
* Oversee administration activities and monitor the admin team.
* Responsible for managing employee life cycle.
* Develop and implement compensation strategies and policies in alignment with the organization's goals and industry standards.
* Oversee the payroll accuracy, timely and error-free processing and disbursement.