



## OFFICER / ASST. MANAGER (HUMAN RESOURCE)

### Job Profile:

To work closely together with Key Managers to ensure that HR is aligned with the business strategy. To implement people management processes. To work in the areas of training & development, coaching and evaluation. To implement and manage performance management processes to support business goals.

### Job Description:

- Compile statistical data and create/prepare reports and analysis using the existing systems and records.
- Develop and maintain appropriate employment records and systems
- Employee Welfare
- Training
- Performance Management System
- To support all HR activities
- Pre & Post Recruitment

### Qualification:

Degree in any discipline and professional qualification in HRM.

### Experience :

The candidate should have around 5 years working experience in various HR processes, preferably in an Engineering Industry.

### Age :

Preferably around 30 years

GENERAL: Preference will be given to SC/ST/OBC candidates. Relaxations will be as per Government directives. Remuneration will be commensurate with experience and qualifications and relaxation in qualifications, experience, etc., will be made only in the case of deserving candidates. Those working in Govt./ PSU should apply through proper channel or produce a No Objection Certificate from their present employer at the time of Interview, in case they are short-listed. Incomplete application forms shall be liable for rejection.

Eligible candidates should forward their applications THROUGH POST ONLY to DGM(HR&IM), Bienco Lawrie Limited, P-54 Hide Road Extension, Kolkata 700 088 within fifteen (15) days from the date of publication of the advertisement.