

HR Generalist

工作职责

Role Summary

The HR Generalist ensures smooth HR operations and end-to-end statutory compliance, talent acquisition and talent management support for the organization. This role covers employee lifecycle administration, statutory filings, vendor compliance coordination, audit readiness, and HR policy governance, with a strong focus on accuracy, timelines, and data integrity, Talent acquisition , Talent management , employee engagement etc.

In summary, this role works closely with location HRBP on following topics.

Key Responsibilities

Employee Engagement & Connect

- Conduct regular employee connect touchpoints and ensure the smooth execution of Employee engagement calendar.
- Support engagement initiatives—communication, event coordination, and feedback collection—aligned with Location HRBP engagement strategies.

Talent Management & Performance Support

- Assist in collecting performance data, follow ups, and documentation during performance cycles.
- Help Location HRBP track development actions, training nominations, and talent discussions (junior level support to broader Talent & Performance activities).

Recruitment Coordination

- Work with the Recruiting team and ensure timely updates to stakeholders and ensure successful hiring experience
- Manage pre onboarding steps and ensure smooth joining formalities in collaboration with Shared Services (referencing onboarding workflows).

HR Administration

- Own employee lifecycle processes: onboarding, induction schedules, documentation, HRIS updates, exit formalities, and experience letters.
- Maintain accurate employee records: personal files, HRIS data, trackers, employee benefits, compliance reports and employee master data reports etc.
- Coordinate payroll inputs: new joiners, exits, LOAs, attendance, variable pay, and deductions; reconcile with finance/payroll.
- Manage benefits administration: insurance enrolments, addition and



职位号码
REF93648B

所在地
班加罗尔

领导力级别
个人贡献者

工作场所灵活度
混合式办公

法律实体名称
ContiTech India Pvt. Ltd.

deletion monthly reports, claims support, and employee communications, organization announcements etc.

- Preparing HR letters like appointment letter, employment letter, exit letters, travel letters etc
- Ensuring the timely background verification checks are done for all new hires.
- Ensuring employee data hygiene and periodic maintenance.

Statutory Compliance:

- Ensure adherence to: **PF (EPF), ESI, PT, LWF, Shops & Establishments, CLRA, POSH, Maternity Benefit Act, Minimum Wages, Payment of Bonus, Gratuity.**
- Prepare and manage **monthly/quarterly/annual filings**; track timelines and ensure zero non-compliance.
- Maintain compliance registers and documentation; support **labour inspections** and **internal/external audits**.
- Manage **contractor/vendor compliance**—collect Form 5A, RCs, challans, returns, and ensure compliance matrices are up to date.
- Sharing form 11 and extending PF query support to employees

Policy & Process

- Administer HR policies; ensure employee communication and periodic refreshers.
- Support **POSH Committee** administration: documentation, training calendars, quarterly IC meeting and MOMs and annual report compilation.
- Partner with IT/Data Privacy teams to ensure HR data is **secure, confidential**, and aligned with internal data governance.

Audit Readiness & Risk

- Prepare compliance dashboards, trackers, and MIS for leadership review.
- Conduct mini audits of records, payroll inputs, and statutory files; remediate gaps proactively.

Employee Experience

- Provide quick, empathetic resolution of HR queries.
- Facilitate HR communication on key programs (benefits, compliance updates, HR calendar).

职位要求

Qualifications

- Bachelor's degree in HR/Commerce/Business Administration; MBA/PGDM preferred.
- 3-6 years' experience in HR operations & statutory compliance (India).
- Hands-on experience with PF/ESI/PT filings, POSH administration, and Shops & Establishments compliance.
- Proficiency in HRIS tools (SAP/Workday/Zoho/GreytHR), MS Excel, and documentation.

Skills & Competencies

- Strong attention to detail and process discipline.
- Working knowledge of Indian labour laws and compliance requirements.
- Vendor coordination and stakeholder management.
- Confidentiality, ethics, and integrity with sensitive data.
- Excellent written and verbal communication.

我们可以提供

You

- Ability to establish and maintain a high level of user trust and confidence
- inspire your stakeholder and contact partner with an effective communication of high intercultural sensitivity
- Collaborative, team player attitude and convinced that networking and knowledge sharing are key drivers for success
- up to date on the latest trends in the industry concerning classical data science, data mining, advanced analytics, etc.

Ready to drive with Continental? Take the first step and fill in the online application.

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ContiTech Business Hub in Bangalore in a key location for ContiTech hosting various functional teams

ONE ContiTech - The first choice for material driven solutions.

Contitech Industries is part of Continental Holding. Headquartered in Hannover, Germany, the division contributes to 4B+ to the revenue.

Are you interested in shaping the future of ContiTech together with a great team?