

JOB DESCRIPTION

About Gem & Jewellery Export Promotion Council (GJEPC):

The GJEPC is the apex body driving India's export-led growth in the gem and jewellery sector, since 1966 set up by the Ministry of Commerce and Industry, Government of India. Headquartered in Mumbai with regional offices across the country, the Council has over 7,500 members in its fold.

The council plays very pivotal role in promoting India as brand in international gem and jewellery market, works as the bridge in connecting government and trade, upholding the diamond integrity through Kemberly certification, works on innovation & infrastructure and also take care of well being and health of the members associated with GJEPC. Thus it has a wide reach and is able to have a closer interaction with members to serve them in a direct and more meaningful manner. Over the past decades, the GJEPC has

| | | | |
|---------------------|-------------------|--------------------------|----------------|
| Designation: | Assistant Manager | Level: | Jr. Management |
| Department: | Human Resource | Location: | Mumbai |
| Reporting: | Head - HR | Direct Reportees: | None |

emerged as one of the most active export promotion councils and has continuously strived to both expand its reach and depth in its promotional activities as well as widen and increase services to its members.

| Required Profile: | |
|---------------------------|--|
| Educational Qualification | MBA in Human Resource, from recognize B school; Or similar |
| Experience | 7 to 8 Years' of experience in Human Resource |
| Industry to be hired from | Any Industry |
| Salary Budget | |
| Skills and Knowledge | Compensation & Compliance Management Knowledge of Performance Management System, HR Policy formation, HR Operations Training and Development Employee Engagement. HR Analytics-MIS |
| Required Competencies | Analytical skill Planning Organizing Negotiation Attention to details Problem Solving |
| Key Accountabilities | To Manage payroll & Attendance To manage complete Performant appraisal process from goal setting to final review To manage employee life cycle on HRIS i.e. SAP Success Factor Act as single point of contact for managing all SAP related queries. To manage learning and development activities and new initiatives To manage employee Engagement activities and new initiatives Act as a single point of contact for HR And other statutory audits Recordkeeping and manage minutes and ATR of weekly HOD review Meeting. Create and Manage employee engagement calendar Preparing month HR analytical reports |