

MANAGER - HR

Qualification:

MBA (HR) / MLW / MSW or PG Diploma (HR/IR/Personnel Management) from a reputed institute.

Experience:

- More than 10 years of relevant experience gained through increasingly responsible management positions within Human Resources.
- Candidate having experience in NABH accredited Corporate / Multispecialty Hospital / Hospital attached with medical college will be given preference.

Job Description:

- The objective of this role is to develop, define and implement the HR strategies in line with GAIMS strategy through focused development of HR systems and processes and facilitating development.
- Responsible for ensuring that the HR practices and processes such as compensation, benefits, training and development, performance management, organizational design, leadership development, recruiting, staffing and selection etc. are aligned with and drive organizational and individual performance.
- Responsible for developing systems and process for attracting, developing and retaining talent.
- Responsible for identifying, recommending and facilitating deployment of employee relations practices necessary to establish a positive employer-employee relationship.
- Responsible for establishing salary structure, pay policies, performance appraisal programs, employee benefit programs and service.
- Responsible for identifying and facilitate fulfilment of training requirement to develop employee potential.
- Enforce discipline in GAIMS through timely disciplinary action.
- Responsible for issues related to HR policies and procedures; handle all statutory issues, redressal of grievances.

Required Documents:

- Updated Resume with passport size photograph
- Copy of all Mark sheets & Degree Certificate and all previous experience letters.
- Last three months' salary slips / proof
- Copy of Aadhar Card and Pan Card

Salary: Negotiable and as per the company norms. PF, Bonus & Gratuity as per statutory norms.

Interested candidate may send their application with detailed resume to:

Head – HR, Gujarat Adani Institute of medical Sciences,
G. K. General Hospital, Opp. Lotus Colony, Bhuj – 370001
or email on : recruitment@gaims.ac.in