

Job Title: Human Resources (HR) Manager – Export & Manufacturing Operations**Location:** New Delhi**Department:** Human Resources**Reports To:** Head Coop**Job Summary:**

The HR Manager will oversee and implement all human resource functions across NCEL's export and Supply Chain operations. This includes recruitment, field workforce management, statutory compliance, payroll, performance monitoring, and employee engagement. The role bridges corporate strategy with on-ground execution—ensuring operational efficiency, workforce discipline, and legal compliance across procurement, processing, and export units.

Key Responsibilities:**1. Recruitment & Workforce Planning**

- Lead end-to-end hiring for plant, field procurement, quality control, and export logistics roles.
- Develop manpower plans aligned with production and export cycles.
- Coordinate seasonal hiring for contract farming, cleaning units, and logistics staff.

2. HR Operations & Statutory Compliance

- Maintain employee master data, attendance, and leave records across multiple units.
- Ensure compliance with **Factories Act, Shops & Establishment Act, Wages Act, PF/ESI, gratuity**, and other local labor regulations.
- Conduct periodic HR audits and coordinate with consultants for filings and inspections.
- Manage vendor compliance for manpower contractors.

3. Performance & Productivity Management

- Implement performance tracking tools and KPIs for individual and team evaluation.
- Align appraisal cycles with export season targets and departmental goals.
- Support leadership in building an incentive-based performance culture.

4. Employee Engagement & Welfare

- Drive morale and motivation across procurement centers, plants, and offices.
- Organize health, safety, and welfare initiatives for factory and field staff.
- Handle grievances, ensure discipline, and conduct periodic HR connects.

5. Training & Capability Development

- Identify skill gaps in quality, export documentation, and supply chain teams.
- Conduct regular training sessions on GMP, workplace safety, and organizational ethics.
- Build an internal talent pipeline through structured learning programs.

6. Payroll, Attendance & Benefits Management

- Supervise attendance across locations.
- Manage payroll processing, overtime, and incentive calculations in coordination with Accounts.
- Maintain transparency in salary disbursements and statutory deductions.

7. Strategic HR & Organizational Development

- Contribute to HR budgeting and manpower cost forecasting.
- Implement ERP/HRMS for centralized monitoring of multi-location HR data.
- Prepare HR dashboards for management reviews (turnover, cost per hire, attendance, etc.).

Qualifications and Skills:

- MBA/PGDM in Human Resources or related discipline.
- **5–10 years’ experience** in HR within **manufacturing, FMCG, or agri-export sector**.
- Strong knowledge of statutory and compliance frameworks (PF, ESI, CLRA, Factory Act).
- Experience in handling **multi-location operations** and **seasonal workforce**.
- Familiar with HR software such as Zoho People, GreytHR, or SAP HR.
- Excellent communication and interpersonal skills – fluent in English and Hindi (regional language an advantage).

Key Attributes:

- Integrity, discipline, and ability to handle confidential matters.
- Practical and field-oriented approach to HR management.
- Problem-solving mindset and ability to handle pressure during peak export seasons.
- Commitment to building a strong organizational culture aligned with NCEL’s growth mission.

Kindly send your CVs to Career@ncel.coop