

LOOKING FOR

INTELLECTS...

SRM University Delhi-NCR, Sonapat Invites applications
from dynamic professionals.



SRM
UNIVERSITY
DELHI-NCR, SONEPAT

Advt: SRMUH/MAY23

Date: 18 May 2023

HR Manager

Position- Non Teaching/ Administrative

Role and Responsibilities

- Put the organization's talent and human resources strategy into action
- Manage the recruitment and selection process
- Review policies and processes to ensure compliance with federal, state, and local employment laws, regulations
- Establish and implement orientation and training programs to help with recruitment efforts and to get employees equipped for their duties
- Provide support through HR metrics
- Ensure legal compliance throughout human resource management

Eligibility/ Skill(s)

- PG in HR preferably
- 5-10 years- experience as HR
- Effective communication (verbal and written)
- A thorough understanding of the rules and regulations governing employment
- Knowledge of automation software, MS Office, etc.

Salary:

As per University norms

Eligible & Interested candidates may apply along with their CV & Copies of the certificate through email at talent@srmuniversity.ac.in (mention position applied in the subject line) and by post on or before **25th May 2023**

SRM University Delhi-NCR, Sonapat, Haryana

39, Rajiv Gandhi Education City, Delhi-NCR, Sonapat, Haryana-131029 (India)