

JOB DESCRIPTION

HR & ADMIN MANAGER

Company: Satviga Solutions Pvt. Ltd. **Location:** Bhubaneswar, Odisha

Department: Human Resources & Administration **Reporting To:** CEO / Managing Director

Employment Type: Full-Time **Experience:** 8–15 years **Industry:** EV / Solar / Manufacturing / Projects

1. Role Purpose – Building the People & Compliance Engine

Satviga Solutions Pvt. Ltd. is looking for a mature, energetic and highly accountable **HR & Admin Manager** who can build and lead the organisation's complete Human Resources and Administration function. This is a **hands-on leadership role** for a professional who can own the entire employee lifecycle — from **Manpower Planning** → **JD Preparation** → **Recruitment** → **Onboarding** → **Probation** → **Performance** → **Training & Competence Development** → **Career & Succession** → **Engagement** → **Compensation** → **Employee Relations** → **Statutory Compliance** → **Separation** → **Retirement**.

The candidate will be the custodian of **people capability, organisational discipline, employee experience and statutory compliance**. Training and competence development will be a core mandate, with a strong focus on ensuring that every employee has the knowledge, skills, behaviour and accountability required to perform effectively.

The HR & Admin Manager must build systems rather than merely process transactions, and must be capable of partnering with business leaders to create a professional, performance-driven and compliant organisation.

2. Core Mandate

- Build an end-to-end HR operating system aligned with Satviga's business strategy.
- Ensure the right person is recruited for the right job at the right time and at the right cost.
- Make training, competence development and continuous learning a measurable business process.
- Establish a transparent performance management system based on KRAs, KPIs and measurable outcomes.
- Maintain 100% statutory and regulatory compliance within applicable laws and prescribed timelines.
- Build a positive, disciplined, ethical and high-performance work culture.
- Create a professional employee experience from joining to exit/retirement.
- Provide reliable HR MIS and people analytics to management for decision-making.

3. Workforce Planning & Organisation Design

- Prepare annual and rolling manpower plans in consultation with functional heads.
- Analyse manpower requirements based on business growth, productivity, workload and skill requirements.
- Develop organisation structures, reporting relationships and manpower budgets.
- Maintain approved manpower positions and control recruitment against sanctioned requirements.
- Support management in workforce productivity, restructuring and organisational development initiatives.

4. Job Description, Competency & Role Architecture

- Develop, review and maintain professional JDs for every position.
- Define role purpose, KRAs, KPIs, competencies, qualifications, experience and behavioural expectations.
- Build competency frameworks for technical, functional, managerial and behavioural capabilities.
- Create job grades, role levels and career paths as the organisation evolves.
- Ensure every employee understands their role, authority, accountability and expected outcomes.

5. Talent Acquisition – End-to-End Recruitment

- Own the complete recruitment lifecycle from manpower requisition to joining.
- Develop sourcing strategies using job portals, LinkedIn, consultants, employee referrals, campus hiring and direct recruitment.
- Screen CVs against defined competencies and business requirements.
- Conduct or coordinate structured interviews, assessments and reference checks.
- Prepare interview scorecards and ensure objective selection decisions.
- Manage offer, negotiation, background verification, pre-joining engagement and joining formalities.
- Build a talent pipeline for critical and future roles.
- Measure time-to-fill, cost-per-hire, quality-of-hire and offer-to-joining ratio.

6. Onboarding, Induction & Probation

- Design a structured Day-1, Week-1 and 30/60/90-day onboarding programme.
- Ensure joining documentation, employment records and statutory declarations are complete.
- Conduct corporate induction covering vision, mission, values, policies, code of conduct, safety, compliance and business processes.
- Establish probation review mechanisms and ensure timely confirmation, extension or separation decisions.
- Ensure new employees become productive quickly and understand performance expectations.

7. Training, Learning & Competence Development – KEY RESPONSIBILITY

- Create an annual Training & Competence Development Plan based on business needs, competency gaps, performance gaps and regulatory requirements.
- Conduct Training Need Analysis (TNA) for employees, teams and critical roles.
- Develop technical, functional, behavioural, leadership and compliance training programmes.
- Establish competency matrices for critical positions.
- Ensure induction, product, process, safety, quality, sales, customer service, technical and managerial training as applicable.
- Identify internal trainers, external trainers and subject-matter experts.
- Maintain individual training records, attendance, assessments and competency evidence.
- Evaluate training effectiveness through tests, demonstrations, performance improvement and business outcomes.
- Build Individual Development Plans (IDPs) and career development pathways.
- Create a culture of continuous learning, certification and cross-functional capability development.
- Ensure mandatory statutory/safety/compliance training is completed within defined timelines.

8. Performance Management System

- Design and administer a transparent PMS covering KRAs, KPIs, goal setting, mid-year reviews, annual appraisal and development plans.
- Support managers in writing measurable KRAs and KPIs.
- Ensure performance objectives are aligned with company and departmental goals.
- Coordinate performance reviews, calibration and documentation.
- Link performance outcomes with increments, incentives, recognition, promotion and development wherever approved.
- Identify low performers and establish Performance Improvement Plans (PIPs) with documented support and review.

9. Compensation, Payroll & Employee Benefits

- Coordinate monthly payroll inputs including attendance, leave, incentives, deductions, reimbursements, advances and statutory contributions.
- Ensure payroll inputs are accurate and submitted within defined timelines.
- Maintain employee compensation records and salary structures.
- Coordinate PF, ESI, professional tax, TDS and other applicable payroll compliance with Finance/external professionals.
- Support salary benchmarking and compensation reviews.
- Maintain confidentiality of employee compensation data.

10. Employee Relations & Engagement

- Act as a trusted HR interface for employees and managers.
- Establish structured employee grievance and concern-resolution mechanisms.
- Promote a respectful, inclusive, ethical and professional workplace.
- Conduct employee engagement initiatives, recognition programmes, celebrations, communication forums and feedback mechanisms.
- Monitor employee morale, attrition, absenteeism and engagement indicators.
- Conduct exit interviews and analyse reasons for attrition.
- Ensure disciplinary matters are handled fairly, consistently and in accordance with company policy and applicable law.

11. HR Policies, SOPs & Governance

- Develop, implement and periodically review HR policies, procedures and SOPs.
- Cover recruitment, onboarding, attendance, leave, payroll, travel, expenses, performance, training, promotions, transfers, disciplinary action, separation, POSH, grievance handling, code of conduct and other applicable areas.
- Ensure policies are communicated, acknowledged and consistently implemented.
- Maintain a controlled HR policy repository and revision history.

12. Statutory & Regulatory Compliance – UTMOST PRIORITY

- Own the HR compliance calendar and ensure all applicable statutory returns, registers, notices, licences and records are maintained within prescribed timelines.
- Ensure compliance with applicable labour and employment laws, rules and notifications relevant to Satviga's establishments and workforce.
- Coordinate PF, ESI, labour welfare, professional tax, gratuity, bonus, wages, leave, working hours, contractor/labour compliance and other applicable requirements with competent internal/external advisors.
- Ensure compliance with applicable Shops & Establishments requirements and factory/establishment-specific requirements wherever applicable.
- Drive POSH compliance, including Internal Committee constitution, awareness, records and annual/statutory requirements as applicable.
- Maintain employee and statutory records in physical and digital formats.
- Monitor changes in central and Odisha labour regulations and assess their impact.
- Coordinate labour inspections, notices, assessments and regulatory queries.
- Ensure contractors/vendors comply with applicable labour and statutory obligations where relevant.
- Maintain a zero-default mindset for statutory compliance and immediately escalate any risk of non-compliance.

13. HR Audit & Compliance Assurance

- Conduct periodic HR compliance audits and checklist-based reviews.

- Identify gaps in employee files, statutory registers, contracts, attendance, payroll, training and policy implementation.
- Prepare corrective and preventive action plans and track closure.
- Maintain an audit-ready HR documentation system.
- Support internal, external, customer, certification and statutory audits as applicable.

14. HRIS, Personnel Records & MIS

- Implement and maintain a reliable HRIS/HRMS and employee master database.
- Maintain complete employee files, appointment letters, contracts, KYC, education, experience, training, appraisal, leave, disciplinary and separation records.
- Generate monthly HR MIS covering headcount, hiring, attrition, absenteeism, vacancies, payroll, training, productivity and compliance.
- Develop dashboards for management with meaningful people metrics.
- Ensure data accuracy, confidentiality and controlled access to employee information.

15. Career Development, Succession & Talent Management

- Identify high-potential employees and critical roles.
- Develop career paths and succession plans for key positions.
- Create development plans for future leaders.
- Promote internal mobility, cross-functional exposure and capability building.
- Maintain a talent review process with management.

16. Administration & Workplace Management

- Own day-to-day corporate administration activities.
- Manage office infrastructure, housekeeping, security, transport, travel support, facilities, utilities, stationery and general services.
- Ensure workplace safety, cleanliness, discipline and professional standards.
- Manage administrative vendors, contracts, renewals and service-level performance.
- Coordinate office events, meetings, employee facilities and corporate communications support.
- Maintain administrative budgets and cost-control initiatives.

17. Employee Lifecycle – Separation to Retirement

- Manage resignation, notice period, handover, clearance and exit formalities.
- Coordinate full-and-final settlement with Finance.
- Ensure experience/relieving documentation is issued within defined timelines.
- Conduct exit interviews and identify organisational improvement opportunities.
- Maintain statutory and personnel records after separation as required.
- Plan retirement, gratuity and other eligible employee benefits in coordination with Finance and external advisors.

18. Culture, Ethics & Employer Branding

- Build Satviga as an employer of choice through professional people practices.
- Drive company values, ethics, integrity, accountability and customer-centric behaviour.
- Strengthen internal communication and employee connect.
- Support employer branding through professional recruitment, onboarding, development and engagement practices.
- Ensure zero tolerance for harassment, discrimination, fraud, misconduct and unethical workplace practices.

19. HR Technology & Process Automation

- Identify opportunities to automate attendance, leave, recruitment, onboarding, payroll inputs, performance management, training and employee documentation.
- Implement HR dashboards and digital workflows wherever practical.
- Reduce manual errors and improve turnaround time through process automation.

20. Management Advisory & Business Partnership

- Act as an HR business partner to the CEO and functional heads.
- Provide people-related insights for business decisions.
- Advise managers on organisation structure, performance, employee relations, manpower and capability requirements.
- Balance employee welfare with business objectives, productivity and cost discipline.
- Escalate significant people, legal, compliance or ethical risks promptly to management.

21. Key KPIs

- 100% timely statutory and regulatory compliance with zero avoidable penalties.
- Time-to-fill and quality-of-hire achievement.
- Offer-to-joining and new-hire retention.
- Training plan completion and mandatory training compliance.
- Training effectiveness and measurable competence improvement.
- 100% completion of performance appraisal cycle within defined timelines.
- Employee attrition and absenteeism within approved benchmarks.
- Employee grievance resolution within defined SLA.
- Payroll/HR input accuracy and timeliness.
- Employee file and HR audit compliance.
- Critical-role succession coverage.
- Administrative cost and service-level performance.

22. Educational Qualification

- **Essential:** MBA/PGDM in Human Resources / Personnel Management / Labour Relations or equivalent.
- **Preferred:** Professional qualification/certification in HR, labour laws, industrial relations, POSH, competency development or HR analytics.

23. Experience

- **Essential:** 8–15 years of progressive HR & Administration experience, preferably in a growing manufacturing, EV, solar, automotive, engineering, EPC or technology organisation.
- **Preferred:** Experience independently establishing HR systems in a growing organisation and managing both corporate HR and field/plant/showroom workforces.
- Strong hands-on experience in recruitment, PMS, training, labour compliance, payroll coordination, employee relations and administration is essential.

24. Mandatory Competencies

- Strong knowledge of end-to-end HR processes.
- Practical knowledge of Indian labour and employment compliance.
- Strong recruitment and interviewing capability.

- Excellent Training Need Analysis and competence-development capability.
- Strong understanding of KRAs, KPIs and PMS.
- Employee relations and grievance-handling capability.
- HR policy and SOP development.
- HRIS/HRMS and MIS proficiency.
- Strong MS Excel and reporting skills.
- Excellent communication, counselling and stakeholder-management skills.

25. Leadership & Behavioural Competencies

- High integrity and confidentiality.
- Strong ownership and accountability.
- People-centric but business-focused.
- Excellent communication and influencing skills.
- Fair, objective and mature decision-making.
- Strong problem-solving ability.
- Ability to handle difficult conversations professionally.
- High learning agility and continuous-improvement mindset.
- Ability to build trust with employees and management.
- Strong execution discipline.

26. 90-Day Transformation Mandate

- Complete an HR health check and compliance audit.
- Review and standardise all existing JDs and competency requirements.
- Establish an approved manpower plan and recruitment tracker.
- Set up a structured recruitment and onboarding process.
- Create an annual Training & Competence Development Calendar.
- Establish competency matrices for critical roles.
- Implement/strengthen KRAs, KPIs and PMS.
- Create a statutory compliance calendar and compliance dashboard.
- Audit employee files, contracts, attendance, leave and statutory records.
- Establish HR MIS and monthly management reporting.
- Review HR policies and identify priority gaps.
- Create a 12-month HR transformation roadmap.

27. Candidate Screening – Mandatory

- Demonstrated experience in independently managing end-to-end HR and Administration.
- Proven recruitment experience across multiple functions and levels.
- Demonstrated experience in designing and executing training and competence-development programmes.
- Practical labour/statutory compliance experience with ability to manage external consultants and inspections.
- Hands-on experience in PMS/KRA/KPI implementation.
- Strong experience in employee relations, HR policies and HR audits.

- Ability to provide examples of measurable improvements achieved in recruitment, training, retention, compliance or HR process maturity.

28. Critical Success Factor

- The successful candidate will not be measured merely by the number of HR transactions completed. The key expectation is to build a **high-performance, competent, compliant and engaged workforce** that supports Satviga's growth.
- The HR & Admin Manager must ensure that every employee journey is professionally managed from **Job Description** → **Recruitment** → **Selection** → **Onboarding** → **Training** → **Competence** → **Performance** → **Development** → **Engagement** → **Career** → **Compliance** → **Separation** → **Retirement**.

29. Reporting Structure

- **CEO / Managing Director** → HR & Admin Manager → HR Executive / Recruiter / Admin / Support Team.
- Cross-functional interfaces: All HODs, Finance, Operations, Manufacturing, EV Sales & Service, Solar Projects, Procurement, Legal/Compliance Advisors and external consultants.

Approved / Issued By:

CEO

Satviga Solutions Pvt. Ltd.