

APPAREL TRAINING & DESIGN CENTRE

“Paridhan Vikas Bhawan”, Plot No. 50, Sector – 44, Institutional Area, Gurgaon,
Haryana 122003

Email – hr@atdcindia.co.in

‘The Apparel Training & Design Centre’ (ATDC) is India’s largest Vocational Training provider in ‘Apparel Sector’ currently having Pan-India network of 82 Centres. ATDC is hiring ‘Executive (HR)’ for ATDC- NHO, Gurgaon on contract basis.

Position Overview

Location:	Gurgaon
Position:	‘Executive (HR)’
Engagement:	On Contract
Age Limit	below 35 Years
Salary	Negotiable (CTC Basis)

Requirements (Qualifications & Experience)

- Graduate Degree/ MBA (HR) (Full Time) from recognized University/ reputed Institute. LLB is preferred. The candidate should be able to work independently.

Experience :

- Total experience of minimum 4 years proven working experience as HR Executive.
- Previous experience as Executive (HR) or at similar position in a company having turnover of INR 20 Crore or more.

Roles and Responsibilities

- Human Resource Management and Organization Development in Educational / Research & similar organizations with at least 400 plus employees.
- Performance Appraisal & Evaluation systems including Balanced Scorecard etc.
- Grievance handling and conflict management.
- Must be capable of handling legal cases or disputes /conflicts related to HR.
- Development of HR Policy SOPS & Manuals
- Ability to use referent software / ERP for management of HR activities/ Payroll & other aspects.
- Bridge management and employee relations by addressing demands or other issues.
- Employees Empowerment, job rotation / enrichment, Employee Retention.

Skills Required

- Outstanding interpersonal, problem-solving, conflict-resolution and analytical abilities.
- Knowledge of HR systems and databases.
- Excellent active listening, negotiation and presentation skills.
- knowledge of labor law and HR practices,
- A thorough understanding of the rules and legislation governing employment.
- Excellent written and oral communication skills.

Application must include a cover letter with recent curriculum vitae. The applicant should provide photocopies of Xth , Graduation Certificate / Degree and must attach last pay certificate showing deduction details etc. The experience details with timelines be detailed along with the application.

Interested candidates from Delhi NCR may send their CV’s to hr@atdcindia.co.in within 10 days of the release of advertisement. Only shortlisted candidates shall be called for interaction followed by personal interview. ATDC reserves the right to cancel this recruitment or cancel any application without assigning any reason.