



ODeX India Solutions Pvt. Ltd

Job Description

Division/Department: HR and Admin

Location: Vikhroli, Mumbai

Job Title: Assistant Manager

Experience: Minimum 5 years relevant experience

Education: Graduate/ MBA

Competencies required

Functional / Technical Competencies:

- Project management
- Change management
- Talent management
- Organizational skills

Behavioral Competencies:

- Communication skills
- Interpersonal skills and relationship management
- Adaptability
- Problem solving and conflict resolution
- Emotional intelligence and empathy
- Critical Thinking
- Integrity and Ethics
- Attention to Detail

Key Responsibilities -

HR Operations

1. Manage employee onboarding, induction, and exit formalities
2. Maintain employee records and HRMS updates (Mandatory on **Spine HRMS**)
3. Leave and attendance management
4. Ensure timely processing of payroll inputs and coordination with Finance
5. Knowledge of Payroll processing from Spine HRMS Mandatory (Head Count 200) for India and Dubai

Recruitment & Talent Acquisition

6. Coordinate with hiring managers for manpower planning
7. Source and screen candidates, schedule interviews, and handle offer rollouts
8. Maintain recruitment trackers and reports
9. Knowledge of IT and Non IT Requirement

Compliance & Statutory

10. Ensure adherence to all labor laws and internal policies
11. Handle PF, ESIC, Gratuity, and related statutory obligations
12. Support audits and ensure proper documentation

Administration

13. Supervise office administration: housekeeping, stationery, travel, etc.
14. Handle vendor management and AMCs
15. Ensure timely renewals of office contracts/licenses

Employee Engagement & MIS

16. Organize employee engagement activities and team-building events
17. Maintain HR MIS reports (headcount, attrition, recruitment, etc.)
18. Support in performance appraisal coordination and documentation

Desired Skills & Qualifications:

- 19. Graduate/Postgraduate in HR / Business Administration
- 20. **Proficiency in Spine HRMS is a must**
- 21. Strong communication, interpersonal & coordination skills
- 22. Ability to multitask and handle confidential matters professionally
- 23. Proficient in MS Excel, Word, and PowerPoint