

## **Job Description for Officer - HR at Pharmed Ltd**

**Job Role:** Officer - HR

**Work Experience:** 2 years

**Education Qualification:** BBA/B Com + PG in MSW/MBA

**Languages Known:** English, Hindi and Kannada.

**Skills sets required:** Good communication – Oral and Written. Proficiency in MS Office and should be a good team player.

### **Job Responsibility:**

- 1) Coordinating and assisting the employees for Mediassist and GPA claim settlement (cashless and reimbursement).
- 2) Coordinating with the Law Firms and collecting Sales Promotion Employee minimum wage notifications and referring to the Government and third-party sites for verification of the accuracy of data and sending validated consolidated Excel files by highlighting the changes to the HR team on a monthly basis.
- 3) Monitoring state-wise PT rules and modifications by referring to the state Government websites and sending amendment information to the Senior Manager – HR.
- 4) Labour Law Updates: referring various notifications/circulars and appraising applicable changes to the HR Team.
- 5) Verifying the Full and Final Settlement calculations/workings (payables and recoverable) in line with the settlement correspondences/documents.
- 6) Check the payroll inputs like Incentives, Increments, ERRS, OD, etc.
- 7) Field and Office staff attendance reconciliation and send the discrepancies/observations to the Senior Manager - HR.
- 8) Coordinating with BGV agency for performing the employees' background verification, downloading the final reports, and placing reports in designated server folders.
- 9) Verifying the BGV findings and collecting the relevant documents for further verification and corrective action.
- 10) Preparing BGV summary reports for the Management Review.
- 11) Verification of BGV and Retainership bills for the service availed and processing bills for payment.
- 12) Maintaining confidentiality by keeping information confidential.
- 13) Any other activities related to HR and Admin as per Management instructions.