https://hvacinexpert.com/job/vacancy-hr-manager/

VACANCY: HR MANAGER

Description

We are seeking an experienced HR Manager who can independently manage company manpower, statutory compliance, and corporate documentation submissions required by major corporate and PSU clients. The candidate must be strong in compliance management, audit readiness, and document control for large industrial projects.

Responsibilities

1. Manpower & HR Management

- Employee onboarding & exit formalities
- Offer letters, appointment letters & HR policy documentation
- Attendance & payroll coordination
- Maintaining personal files & statutory registers

2. Corporate Compliance & Documentation

- Preparing and submitting vendor compliance documents
- Handling documentation required by large corporates & PSU clients
- Maintaining updated statutory compliance tracker
- Preparing compliance MIS reports

3. Statutory Compliance

- PF, ESIC, PT, LWF compliance
- CLRA, BOCW, Labour License management
- Maintaining ECR, challans & inspection records
- Handling audits & compliance reviews

4. Project & Client Documentation

- Worker ID cards & gate pass documentation
- Labour insurance & Workmen Compensation compliance
- Safety & statutory documentation submission
- Coordination with project team for client documentation requirements

Qualifications

- MBA / PGDM in HR
- Labour Law Certification (Preferred)

Job Benefits

- Work on challenging and innovative projects
- Career growth with leadership opportunities

Hiring organization
Vipul HVAC Solution Pvt. Ltd.

Employment Type
Full-time

Industry
HVAC

Job Location
Hari Ichchha Industrial Society, Udhna Udhyog Nagar, Udhana, 394210, Surat, Gujarat, India

Working Hours
10

Basic Salary
Negotiable – Based on experience & capability.

Date posted
April 8, 2026

Valid through
30.06.2026

Collaborative and supportive work culture

Experience
Experience Required: 6–10+ Years