

**Job ID : CEET20**

**Work Location : Chennai**

**Role : HR Generalist**

**Monthly CTC : Upto 1.25**

**Qualifications:**

- Bachelors degree in Human Resources, Business Administration, or related field required.
- 10+ years of human resource management experience in an IT environment.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

**Responsibilities:**

**Talent Management & Capability Development (70%)**

- Own and execute the acquisition of IT talent required for TNeGA and other departments/agencies/PSUs of Government of Tamil Nadu
- Find talent, recruits, interviews, and facilitates the hiring
- Collaborate with department managers to understand skills and technical competencies required for openings.
- Facilitate planning and execution of training and capacity building for TNeGA employees and department users.

- Manage employee onboarding including new hire orientation and training

### **HR Operations (30%)**

- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety
- Logistics and delivery support through vendor actions, in-site collaboration and problem solving
- Analyze data and statistics for trends and patterns with attention toward engagement interventions, learning & development, absenteeism, leave use, recruitment, motivation, turnover, and compliance with employment laws and regulations.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Maintains compliance with state employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

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<https://tnega.tn.gov.in/jobapply/careers/CEET20/HR%20Generalist>