



**Company Name: Lsquare Eco-products Pvt. Ltd.**

**Profile: HR Executive - Generalist**

**USP of the Company:**

- We are India's best-known paper Honeycomb company.
- Known for our customer service and product quality.
- Having completed proof of concept and sustainability of operations, Lsquare is poised to grow 10X in the next five years.
- ISO 9001 certified

**Work Culture:**

- A young company - Average age of employees in the mid-30s.
- Service excellence company with an employee first approach from top management.
- Delivery, Reliability, quality and continuous improvement are the key parameters to drive and measure performance on a day-to day basis.

**Number of Employees/Headcount: 40+**

**Website: [www.honecore.com](http://www.honecore.com)**

**Industry: Paperboard and industrial packaging**

**Point of Contact for Profiles/Email ID: Dr. Abhijeet Makhijani, [abhijeet@honecore.com](mailto:abhijeet@honecore.com)**

**Number of positions Open: 01**

**Profiles from other locations: Not preferred unless the candidate is keen to relocate to Bangalore.**

**Is this position new or replacement: New**

**How long is this position open: 1 month**

**Mandatory Skills Set:**

- Skilled in MS office – Excel, Word, Power point.
- Skilled in using recruitment portals like Naukri, Monster, Shine.
- Basic statutory knowledge for PF, ESIC, Medi claim.
- Good communication, analytical & problem solving skills.
- Languages: English, Kannada, Hindi.

**Good to have:**

- From paper board industry



- **Prior experience with manufacturing industry.**

**Functional Area: Human Resources**

**Job Title / Designation: HR Generalist**

**Job Description:**

**SOP Creation and Maintenance**

- **Development & amendments of HR SOPs**
- **Ensure SOPs are up to date & signed off twice a year & have appropriate version control**
- **Ensure all process updates are captured on a real time basis, stored in a centralized location and a central list is maintained for all SOPs**

**Managing Recruitment**

- **Designing JDs**
- **Closing positions with the help of online portals and third party vendors.**
- **Conducting background verification and onboarding formalities.**

**Managing Payroll**

- **Calculating and processing payroll inputs to Finance.**
- **Managing queries payroll and pay slip related queries.**
- **Coordinating with PF offices and managing PF challans and ensuring account updates.**

**Query Management**

- **Ensure a robust filtering mechanism is in place to answer all the queries within the TAT.**

**Managing Statutory requirements**

- **Coordinating with PF, ESIC officials and completing formalities**



**Key functions & Roles of the Candidate:**

- Standardizing policies and processes
- Managing Payroll
- Recruitment and onboarding
- Statutory compliances - PF, Gratuity, ESIC, Medclaim
- Employee engagement and Awareness
- Designing Rewards and Recognition, Incentive structures.

**Minimum/Maximum/ Work Experience Required: Min. 1.5-2 years in current role with a maximum of 3 years in current role as HR Generalist**

**Annual CTC: As per industry standards and experience**

**Location(s) of Job: Bangalore**

**Minimum Education Requirements: Diploma, Master Degree in HR**

**No of rounds of Interviews: 02**

**Work Timings / Working Days: 9:00am to 6:00pm, Mon-Sat**

**Travel & Allowance: TA and DA as per company policy for work related travel only.**

**Relocation & Reimbursement: NA**