

<u>Job Description – HR Audit and Labour Compliance</u> Department – Human Resource	
Position	<u>Manager</u>
Position Purpose	The Senior Manager – Audit & Labour Compliance is a senior leadership role responsible for overseeing all aspects of internal and external audits, ensuring full adherence to applicable labour laws and statutory requirements, and driving a compliance-first culture across the organization. The incumbent will play a pivotal role in safeguarding organizational integrity across manufacturing plants and corporate functions. This role demands a thorough understanding of the Indian labour law ecosystem, strong audit governance capabilities, and hands-on experience with compliance management systems and tools. The Senior Manager will be the primary point of contact for all regulatory authorities, external auditors, and internal stakeholders on matters of audit and statutory compliance.
Role & Responsibilities	• Labour Law compliances • Compliance governance and Risk Management • Internal compliance tool management • Internal controls and Process improvement • Audit Management • Team leadership and development
Job Specific skills	• LLB with specialization in Labour Law, OR • MBA – Finance / HR / Legal from a reputed institution • Additional certifications in Labour Law, Compliance Management, or Internal Auditing preferred • Deep knowledge of Indian Labour Laws – PF, ESI, Gratuity, Minimum Wages, Contract Labour, Industrial Disputes Act and New Wage codes • Expertise in Internal Audit methodologies – risk-based auditing, process auditing, and systems auditing • Hands-on administration of compliance management tools – Complinty, Legatrix, or equivalent; ability to configure, manage, and extract MIS from the tool

	• Strong understanding of manufacturing-specific compliances – Factories Act, Contract Labour, environment & safety norms in industrial settings • Working knowledge of Companies Act 2013 provisions related to compliance and governance • Advanced MS Office proficiency – Excel (pivot tables, MIS), Word, and PowerPoint for reporting • Familiarity with ERP systems – SAP, Oracle, or similar for compliance data extraction •
Educational Qualification	LLB/ MBA finance/ HR
Minimum Experience	10-15 years
CTC offered	Best in Industry
Location of posting	Gift City, Gandhinagar.