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| **JOB DESCRIPTION** |
| **I. JOB DETAILS** |
| **Job Title** | **AM / Manager – Payroll & Establishment** |
| **Function** | Human Resources | **No. of Openings** | 1 |
|  **Location** | New Delhi |
| **About Company/ Client:**Synergy Steel Limited, a flagship company of the Synergy Group is one of the pioneers and fastest growing manufacturers of stainless steel. Company’s products are available in the form of flats and wire rods to B2B customers who typically process the material to make other products. With a capacity to produce 2 lakhs tones of stainless steel, a turnover has more than USD 200 million. With a short span of 2 decades, Synergy Steels has emerged as a Total Steel Venture with a vast clientele  across India, Europe and Asia. |
| **II. KEY RESPONSIBILITIES** |
| * Maintains payroll information by designing systems; directing the collection, calculation, and entering of data.
* Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers.
* Pays employees by directing the production and issuance of pay checks or electronic transfers to bank accounts.
* Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages.
* Determines payroll liabilities by approving the calculation of taxes.
* Balances the payroll accounts by resolving payroll discrepancies.
* Maintains payroll guidelines by writing and updating policies and procedures.
* Create clear policies and employee handbooks that explain company operations, Craft and send emails with information about the company and position, including work schedules, dress code and business ethics
* Prepare on boarding kits (e.g. stationary, T-shirts and mugs)
* Welcome new employees’ upon their arrival and conduct induction
* Gather and process paperwork, like contracts and non-disclosure agreements
* Ensure new hires have technical assistance to properly set up their hardware and software
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| **Qualifications** | Post Graduate |
| **Experience** | 10 – 12 years (Manufacturing Industries) |
| **Salary** | Up to 8 LPA  |
| **Payroll** | Synergy Steel |