



# Human Resources Manager (f/m/d)

## Mumbai

Founded in 1921, OLDENDORFF CARRIERS combines its history as a German shipowner with the network of one of the world's leading drybulk operators. We currently control some 750 chartered and owned vessels of 67 mio tdw, and we carry around 330 mio tons of raw materials and semi-finished products across the seven seas each year. Our customers can expect 100% performance. All the way.

The HR Manager is responsible for efficiently managing end-to-end employee lifecycle processes including onboarding, confirmation, exit, documentation, coordination, payroll, statutory compliances and HR data management to ensure seamless HR operations and compliance.

The incumbent will report to Head of HR - APAC. The incumbent will have to work as part of a multi-functional team and this involves collaboration with the internal team and external stakeholders.

# Job Responsibilities

## Onboarding:

- Coordinate pre-joining formalities and documentation
- Create and maintain employee records in Workday
- Ensure all onboarding checklists and processes are completed
- Create a virtual employee file with the necessary documents

## Probation & Confirmation:

- Track probation periods and coordinate with reporting managers
- Send timely reminders and initiate the confirmation process
- Issue confirmation letters and update records accordingly

## Exit Management / Relocations & Transfers:

- Manage resignation / relocation formalities
- Coordinate full and final settlements with relevant stakeholders
- Ensure exit checklist completion
- Prepare and issue relieving letters

## Letters Issuance & Documentation:

- Draft and issue various HR letters such as:
- Offer Letter, Appointment Letter, Confirmation Letter, Transition Letters
- Maintain digital and physical records of all HR documents

## Coordination & Follow-ups:

- Act as a liaison between employees and HR teams for operational queries
- Follow up with different departments (IT, Admin, Finance) for smooth HR processes
- Ensure timely escalation and resolution of issues

#### HR Data & MIS Management + HR Systems:

- Maintain and update Workday regularly
- Generate reports related to employee data, attrition, confirmations, etc.
- Analyse data for trends and insights as needed

#### Payroll and Benefits Administration:

- Ensure accurate and timely processing of monthly payroll for employees.
- Statutory Compliance: Maintain compliance with all statutory requirements related to payroll, including Provident Fund (PF), Employee State Insurance (ESI), Professional Tax, Income Tax, etc.
- Salary Administration: Handle salary calculations, deductions, bonuses, increments, and arrears as per company policies and local regulations.
- Documentation: Maintain payroll records, employee database, and related documentation in compliance with statutory requirements.

#### Compliances & Regulatory Oversight:

- Ensure compliance with employment laws, regulations, and organizational policies.
- Monitor changes in labour laws and update policies accordingly.

#### Policy Development:

- Frame, Develop, implement, and maintain HR policies and procedures that reflect best practices and legal standards.
- Regularly review and update compliance-related documents.

## What You Bring Along

- A Master's degree in Human Resources, Business, Psychology, or related field is of advantage but not a must.
- In-depth knowledge of labour law and HR best practices

- Proven working experience as HR Manager or other HR Executive. Previous experience working with Workday or other HRMS systems is preferred.
- Open minded person with a professional appearance & hands-on mentality
- Excellent communication skills and a sense for confidentiality is a must.
- Emphatic, caring and service-minded person with excellent interpersonal skills.
- Someone who can show a positive / helpful and employee-oriented work attitude.
- Fluency in English is required.

## What We Offer

- Our corporate culture is special: relaxed and international, open and traditionally with flat hierarchies.
- Since the very beginning, teamwork and quick decision making have been our success factors. Encouraging our employees to realize their ideas and initiatives is as important to us.

Apply now

## Interested?

If you want to know more about who we are: [Oldendorff](#).

Please contact Stefanie Adler in case of questions.

Oldendorff Carriers does not accept paper applications for online postings.