



<https://vipulac.in/job/vacancy-hr-manager/>

VACANCY: HR MANAGER

Description

We are seeking an experienced HR Manager who can independently manage company manpower, statutory compliance, and corporate documentation submissions required by major corporate and PSU clients. The candidate must be strong in compliance management, audit readiness, and document control for large industrial projects.

Responsibilities

1. Manpower & HR Management

- Employee onboarding & exit formalities
- Offer letters, appointment letters & HR policy documentation
- Attendance & payroll coordination
- Maintaining personal files & statutory registers

2. Corporate Compliance & Documentation

- Preparing and submitting vendor compliance documents
- Handling documentation required by large corporates & PSU clients
- Maintaining updated statutory compliance tracker
- Preparing compliance MIS reports

3. Statutory Compliance

- PF, ESIC, PT, LWF compliance
- CLRA, BOCW, Labour License management
- Maintaining ECR, challans & inspection records
- Handling audits & compliance reviews

4. Project & Client Documentation

- Worker ID cards & gate pass documentation
- Labour insurance & Workmen Compensation compliance
- Safety & statutory documentation submission
- Coordination with project team for client documentation requirements

Skills

- Strong knowledge of Labour Laws & Contract Labour Compliance
- Experience handling documentation for large corporate clients
- Excellent document control & filing system management
- Proficiency in MS Excel (Compliance trackers & MIS reporting)
- Ability to handle audits confidently

Qualifications

- MBA / PGDM in HR

Hiring organization

Vipul HVAC Solution Pvt. Ltd.

Employment Type

Full-time

Industry

HVAC

Job Location

Hari Ichchha Industrial Society,
Udhna Udhog Nagar, Udhana,,
394210, Surat, Gujarat, India

Date posted

February 14, 2026

Valid through

31.03.2026

Salary

Negotiable – Based on experience & capability.

- Labour Law Certification (Preferred)

Job Benefits

☑ Work on challenging and innovative projects

☑ Career growth with leadership opportunities

☑ Collaborative and supportive work culture

Experience

Position: HR Manager

Industry: HVAC / MEP / Project Contracting

Experience Required: 6-10 Years

Contacts

Apply at: hr.vipulaircondition@gmail.com

Contact No : +91 9825636606