



The Cast Master

NABL  
Approved  
Laboratory  
for Chemical  
& Physical

# Simplex Castings Ltd.

[An MSME Unit (Small), Reg. No. UDYAM-CG-05-0000018]

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CIN:L27320CT1980PLC019535

GSTIN: 22AABCS4650E1ZT



ISO 9001:2015 & ISO 14001:2015  
Certified Company

Complete Machining  
(with CNC) & Equipment /  
Fabrication Solution

## HR & IR Executive (Junior) / HR & IR Manager (Senior)

### Job Summary

Responsible for Unit HR operations and Industrial Relations activities, ensuring statutory compliance and smooth employee relations.

### Key Responsibilities

- Handle HR operations, employee records, and HR documentation
- Manage statutory compliances (PF, ESI, CLRA, Factory Act, etc.)
- Coordinate with labor authorities and handle inspections
- Support / lead IR activities, employee relations, and grievance handling
- Prepare HR letters, notices, and reports
- **Hindi typing required.**

### Experience

- Junior: 3-5 years
- Senior: 8-10 years (manufacturing/industrial setup preferred)

### Qualification

- Graduate / Post-Graduate in HR / IR / Personnel Management

### Skills

- Knowledge of labor laws
- Good communication skills
- **Mandatory: Hindi typing proficiency**

OFFICE	ADDRESS	PHONE	FAX	E-MAIL
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