

Maharshi Karve Stree Shikshan Samstha

Karvenagar, Pune-411052.

TEL. - 020-25313000/25313200.

Post Name –HR Manager

Qualification – Master Degree in Human Resource Management.

Experience – Minimum 10 years of experience in HR field in Education/Industry.

Skill Required –

- **Computer proficiency**
- **Communication and Presentation skills in Marathi and English**

Job Description:

- 1) Responsible for overseeing all aspects of human resources including recruitment, training, and employee relations.
- 2) Ensure compliances with legal regulations that are applicable to Educational Institutions.
- 3) Acting as bridge between management and employees to foster a positive and productive work environment.