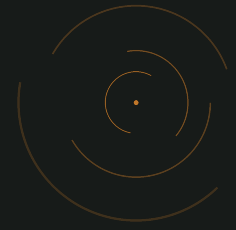


STIMITA MOTION CONTROL

PRECISION MOTION SYSTEMS FOR DEFENCE · PUNE, INDIA

Senior HR Manager

HR & OPERATIONS

**LOCATION****Pune, Maharashtra — On-site****REPORTS TO****Founder / CEO****EXPERIENCE****5+ years****EMPLOYMENT TYPE****Full-time, permanent**

ABOUT STIMITA

Stimita designs and manufactures custom actuators, servo drives, motion controllers, encoders, gearboxes, slip rings and hand-grip systems for defence and industrial platforms — from gimbals and dual-axis positioners to unmanned ground vehicles. We're a small, engineering-led team building precision hardware end-to-end, from prototype to production, for customers including DRDO, BARC, HAL, BEL, and Bharat Forge.

ABOUT THE ROLE

We're hiring our first dedicated HR leader. Because Stimita is still a small team, this is not a narrow HR-only mandate: you'll be responsible for the HR function end-to-end — hiring, policy, employee relations — while also running office administration, supporting payroll and basic accounts, and keeping the company's compliance and documentation in order. You'll report directly to the founder/CEO and have real responsibility for how HR and operations are built here, rather than slotting into an existing process.

KEY RESPONSIBILITIES

Human Resources

- Responsible for the full employee lifecycle — onboarding, performance reviews, exits and everything between.
- Build and maintain HR policies and the employee handbook from the ground up.
- Handle employee relations, grievances and disciplinary matters with discretion.
- Administer compensation and benefits, including salary structuring and annual reviews.

Recruitment & Talent Acquisition

- Run end-to-end recruitment not just for HR roles but across engineering, production and sales — including coordinating with department heads on hiring plans and team structure for their functions.
- Source candidates through job portals, referrals, campus channels and LinkedIn.
- Coordinate interview loops with technical leads and hiring managers, and manage scheduling.
- Manage offer negotiation, background checks and structured onboarding for new hires.

Administration & Office Management

- Oversee office facilities, vendor relationships and procurement of office/site supplies.
- Manage travel and logistics arrangements for the team.
- Coordinate internal company events, all-hands and meeting logistics.

Accounts & Finance Support

- Process monthly payroll and coordinate with the external accountant/CA on statutory filings.
- Track and approve employee expense reimbursements.
- Support basic bookkeeping, invoice processing and vendor payment follow-up.
- Liaise with external accountants and auditors during audits and filings.

Compliance & Documentation

- Ensure compliance with Indian labor law — PF, ESI, professional tax, gratuity, Shops & Establishment Act.
- Ensure Factories Act compliance for shop-floor and production staff — working hours, safety committees, and statutory registers, distinct from office-based Shops & Establishment obligations.
- Responsible for POSH Act compliance — constituting and maintaining the Internal Committee, policy, and grievance handling for workplace harassment.
- Draft and maintain offer letters, employment contracts and NDAs.
- Manage documentation required for defence-sector vendor/security clearances as needed.
- Maintain HR and compliance records audit-ready at all times.

WHAT WE'RE LOOKING FOR

- MBA / PGDM in HR or a related field.
- 5+ years in HR, ideally within a manufacturing, engineering or defence-adjacent company — or a small/SME environment where multitasking across functions was the norm.
- Solid working knowledge of Indian labor law and statutory compliance.
- Prior exposure to payroll processing or basic bookkeeping is a strong plus.
- Comfortable being the only HR person in the building — equally at ease writing a policy, chasing a vendor invoice, or sitting in on a technical interview.
- Strong communication and organizational skills; sound judgment handling sensitive matters.
- Proficient in MS Office; comfortable picking up HRMS/payroll tools.

WHAT WE OFFER

- The chance to build the HR function at Stimita from the ground up, not inherit one.
- Direct access to and regular working contact with the founder/CEO — high visibility, real responsibility.
- A front-row seat in a growing defence-engineering company building hardware that ships.
- Competitive compensation, commensurate with experience.

HOW TO APPLY

Send your resume and a short note on relevant experience to career@stimitamc.com with the subject line “Senior HR Manager — Pune.”