



TBS INTERNATIONAL (PVT) LTD

Quality Manual Annexure

Job Role and Responsibilities

Document No:	TBS/HRD/25
Issue No :	01
Issue Date :	01.10.2019
Revision No:	02
Revision Date:	02/01/2026
Page No :	Page 2 of 2

6. KNOWLEDGE	<ul style="list-style-type: none"> • Good analytical, leadership and problem-solving skills. 					
SKILLS & COMPETANCIES	<table border="1"> <tr> <th>SKILLS</th> <th>COMPETENCIES</th> </tr> <tr> <td>Negotiation skills</td> <td></td> </tr> </table>	SKILLS	COMPETENCIES	Negotiation skills		
SKILLS	COMPETENCIES					
Negotiation skills						
REPORTING STRUCTURE: (Show job titles & reporting relationships of the job holder's immediate superior, peers & subordinates- <i>Direct & Indirect</i>)						
<div style="display: flex; flex-direction: column; align-items: center; gap: 10px;"> <div style="border: 1px solid black; padding: 5px;">COO</div> <div style="font-size: 2em;">↑</div> <div style="border: 1px solid black; padding: 5px;">General Manager - Production</div> <div style="font-size: 2em;">↑</div> <div style="border: 1px solid black; padding: 5px;">Assistant Manager- Human Resources</div> </div>						
KEY RESPONSIBILITIES						
TASKS	PERFORMANCE MEASURES					
OPERATING RELATIONSHIPS	Internal: MD, COO External: N/A					

Job Holder's Name / Signature

: Lakshman mukesh Date: 02/01/2026

Immediate Superior's Name / Signature

: Bahari Karim Date: 02/01/2026

COO's Name / Signature

: [Signature] Date: 02/01/26

Next Review Date

:



TBS INTERNATIONAL (PVT) LTD

Quality Manual Annexure

Job Role and Responsibilities

Document No:	TBS/HRD/25
Issue No :	01
Issue Date :	01.10.2019
Revision No:	02
Revision Date:	05/01/2026
Page No :	Page 1 of 2

TITLE	Assistant Manager- Human Resources	
DEPARTMENT	Human Resources	
NAME	Lakshman Mahesh	
REPORTS TO	1. Solid line reporting to: General Manager (Production)	
JOB PURPOSE	Perform all the functions of the HR department, handling areas such as personnel management, social welfare, employee health and safety and the maintenance of HR records.	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Conducting yearly performance appraisals • Handling payroll and EPF & ETF correspondence work • Coordinating staff recruitment and selection process • Thorough onboarding of new joiners & arranging of mentoring • Organizing employee energizer & engagement events time to time • Support implementation and continual improvement of the OHS Management System from an HR perspective and facilitate worker consultation and participation in OHS matters in coordination with the Health & Safety Manager. • Coordinate employee OHS inductions, refresher training, and awareness programs and maintain training records, competency matrices, and attendance records. • Organizing company events • Provide information and assistance to staff and employees on human resource and work-related issues and grievance handling • Perform other related duties as required 	
MINIMUM REQUIREMENTS:	ESSENTIAL	DESIRABLE
1. QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's degree in HR • Minimum 5 years of experience in similar capacity • Familiarity with factory laws • Ability to control employees • Ability to organize events and make speeches 	<ul style="list-style-type: none"> • Proven experience as a HR manager in similar capacity • Post graduate/ Professional qualifications
2. EXPERIENCE	<ul style="list-style-type: none"> • Minimum 3 years experience 	
3. PHYSICAL	<ul style="list-style-type: none"> • Very good physical fitness 	
4. PERSONALITY	<ul style="list-style-type: none"> • Outstanding Personality 	
5. PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Ability to work independently with minimum supervision. 	