



WattPower

About Us

We began our journey in Germany in 2013 and have been growing stronger ever since. From the very beginning, our focus has been on the future—investing in and embracing cutting-edge technologies. Over time, our name has become synonymous with superior quality, transparent business practices, exceptional service, and a relentless drive for growth.

For nearly a decade, we have been at the forefront of the solar technology revolution, continuously learning, evolving, and scaling through exposure to world-class projects, products, and global best practices. We were proud to be the first to introduce String Inverters in utility-scale projects, setting a new benchmark for the industry.

Our growth story has been extraordinary, marked by consistent 100% year-on-year expansion and a 30% market share across our categories. Today, with a presence in 10 countries across Central & Western Europe and South Asia, we have cumulatively delivered more than 18 gigawatts of clean, carbon-neutral energy in India alone.

As part of a group that has consistently crossed the USD 1 billion+ revenue mark year after year, Wattpower is uniquely positioned to unlock new opportunities and drive purpose-led, sustainable growth—powering a cleaner and brighter tomorrow.

Why Us?

We offer vibrant company culture that promotes open communication, transparency, and a strong sense of camaraderie. We work hard, have fun, and celebrate achievements together.

Wattpower Systems Pvt. Ltd.

Factory Address: Plot No. K-24

SIPCOT Industrial Park

Nearby EB Sub Station, Mambakkam Village

Sriperumbudur, Kanchipuram-602105

Tamil Nadu, India

Wattpower Systems Pvt. Ltd.

(CIN:U31900DL2022PTC405442)

Regd. Office: 221, Second Floor,

Okhla Industrial Estate, Phase 3

New Delhi-110020

Email: Info@wattpower.in

Website: www.wattpower.in

Job Title: Senior Executive / Assistant Manager – Human Resource

Location: Chennai

Job Overview:

We are seeking a proactive and detail-oriented HR professional to manage end-to-end HR operations for FTE employees. The role involves handling recruitment coordination, employee lifecycle management, HR compliance, payroll support, HRMS management, employee engagement, and statutory documentation while ensuring adherence to organizational policies and labor regulations.

Key Responsibilities:

HR Operations & Employee Lifecycle

- Manage end-to-end HR operations for FTE employees from onboarding to exit formalities.
- Handle employee documentation including offer letters, appointment letters, confirmation letters, experience letters, and full & final settlements.
- Maintain employee records, database folders, and document archives.

Recruitment & Vendor Management

- Coordinate and track hiring requirements and fulfillment status.
- Identify and onboard FTE sourcing vendors in coordination with the Procurement Head.
- Monitor vendor performance periodically and provide reports to management.

Payroll & HRMS Management

- Prepare monthly pay registers for payroll processing and coordinate with the HR Manager.
- Ensure timely HRMS updates including employee data, onboarding information, and biometric integrations.

Compliance & Statutory Management

- Maintain and manage all legal and statutory compliance documents, registers, forms, and returns related to FTE employees.
- Ensure compliance with labor laws, HR regulations, and organizational policies.
- Manage medical insurance and ESI-related employee records and updates.

Employee Relations & Engagement

- Address employee queries and provide HR support.
- Assist in resolving workplace conflicts and employee escalations.
- Support employee engagement initiatives, welfare activities, and performance management processes.
- Collaborate with management on team structuring and organizational HR initiatives.

HR Reporting & MIS

- Track HR KPIs and metrics.
- Prepare and maintain HR MIS reports for management review.

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Requirements

- Strong understanding of HR operations and employee lifecycle management.
- Knowledge of labor laws, statutory compliance, and contract labor regulations.
- Experience handling employee relations and workplace issues.
- Good organizational and documentation skills.
- Proficiency in HRMS platforms and MS Office tools (Excel, Word, PowerPoint).
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality of sensitive employee information.
- Bachelor's or Master's degree in Human Resources Management or related field.
- 4–6+ years of relevant HR experience.
- Experience in managing full-cycle HR operations.
- Familiarity with payroll coordination and statutory compliance.
- Languages required: English and Tamil.

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