

Job Description

1. Develop and implement HR strategies and initiatives aligned with the overall business strategy
2. Bridge management and employee relations by addressing demands, grievances or other issues
3. Identify new talent and manage the recruitment and selection process for various departments via online portals and other mediums
4. Support current and future business needs through the motivation and retention of resources
5. Identify areas of improvement for resources and plan strategies to develop further skills
6. Nurture a positive & productive working environment
7. Oversee and manage a performance appraisal system that drives high performance
8. Maintain leaves, timings, attendance in accordance with the pay structure and benefits program
9. Report to management and provide decision support through HR metrics
10. Ensure legal compliance throughout human resource management

Requirements

1. Proven working experience as HR manager or other HR executive
2. More than 8 years work experience preferable (but not mandatory)
3. People oriented and results driven
4. Excellent communication skills in English & Hindi
5. Knowledge of HR systems and online portals
6. Ability to architect strategy along with leadership skills
7. Excellent active listening, negotiation and presentation skills
8. Competence to build and effectively manage interpersonal relationships at all levels of the company
9. In-depth knowledge of Indian labour law and HR best practices
10. BS/MS degree in Human Resources or related field

