

JOB DESCRIPTION

Job Title	: Head – Human Resources	Reporting To	: CEO
Department	: Corporate Office	Location	: Pune

Role & responsibilities	<p>Responsible for overall talent management strategy including workforce planning, recruiting, hiring, performance planning management and improvement and succession planning</p> <ul style="list-style-type: none"> Manage the overall talent pool within the approved business budget. Develop the human resource management policies for the company in order to attract and retain the right talent and ensuring successful implementation of the laid down policies Develop and manage the hiring and talent management process Identify and set up a network of recruitment agencies for sourcing quality candidates Develop and manage the performance management system to ensure high level of employee motivation and productivity Develop and manage the leave management system Develop query resolution process and ensuring effective and efficient resolution of staff Queries within specified TATs Develop and manage the employee separation process Ensure employee safety, welfare, wellness and health. Establish and maintain contacts with education institutions of repute and industry bodies with an objective of sharing and adopting best practices in human resource management Build the brand for the company to become amongst the most preferred employers in the country Undertake employee satisfaction surveys and take action accordingly
Skills/Knowledge prerequisites	<ul style="list-style-type: none"> Proven ability to manage the recruitment and retention of a large employee base Ability to get along with a wide variety of personality profiles Demonstrates a high degree of confidentiality Knowledge of employment law and employee relations and communication. Familiarity and skill with the tools of the trade in human resources including HRIS, file management, and benefits administration. Proficiency in written and oral communication
Educational Qualifications	<p>Post Graduate / MBA in any discipline. Specialization in Human Resources will be an advantage.</p> <p>Professional qualification requirement can be relaxed for exceptional candidates with proven direct, relevant and recent experience.</p>
Experience Profile	12 years plus experience in financial services industry
Personality Traits	<ul style="list-style-type: none"> Eye for detail and task-oriented Passion for mentoring people Good Leadership Quality Ability to accept challenges Presentable