

JOB DESCRIPTION

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| Job Title | : Manager - Human Resource | Reporting To | : Head Human Resources |
| Department | : Corporate Office | Location | : Pune |

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| Role & responsibilities | <p>Responsible for assisting the HR Head in overall talent management strategy including workforce planning; recruiting; hiring; performance planning, management, and improvement; and succession planning</p> <ul style="list-style-type: none"> Identify and set up a network of recruitment agencies for sourcing quality candidates Co-ordination of candidate interviews, feedback and finalisation of the recruitment position and set up a process for formal verification of candidate credentials. Manage the appointment letter issuance process, follow up with candidate and maintain a high of acceptance to joining ratio Manage the joining process, set up an archiving and retrieval process for HR documents Assist in employee joining formalities, on boarding and induction Maintain employee master files, career records, certifications and recommendations Manage the leave management system Assist in timely payroll processing Assist in setting up the employee appraisal process and its implementation Oversees employee safety, welfare, wellness and health. Effectively and efficiently resolve staff Query within specified TATs Manage the employee separation process with documented exit interviews |
| Skills/Knowledge prerequisites | <ul style="list-style-type: none"> 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. High degree of written and oral communication skills |
| Educational Qualifications | <p>Post Graduate / MBA in any discipline / CA / ICWA/ CFP/ CFA or equivalent, Professional qualification requirement can be relaxed for exceptional candidates with proven direct, relevant and recent experience.</p> |
| Experience Profile | <p>7 years plus experience in Human Resource department of financial services industry required.</p> |
| Personality Traits | <ul style="list-style-type: none"> Eye for detail and task-oriented Passion for operational excellence Ability to get along with people Ability to accept challenges Presentable and articulate |