

## HR Manager (3-5 Yrs)

### Description

The incumbent would be responsible for overall Human Resource Management in IT Operation. Operation area includes IT Software Development and Services. This is an independent strategic leadership position with the team to manage the operation. You have to manage, create, implement and supervise policies/regulations, which are mandatory for every employee and also have knowledge of its appropriate functioning.

### Responsibilities

#### 1. Recruitment and Staffing

Recruitment and Staffing  
External consultant coordination and headhunting.  
Attrition Management  
Manpower planning, budgeting, and deployment cum rotation.  
Induction /Exit Management

#### 2. Talent Management

Talent identification, engagement and management including retention  
Succession planning  
Multi-skilling and tasking

#### 3. Training and Development

Training strategy based on skill gap assessment and business needs  
Training budget and prioritization  
Training plan, Execution, Monitoring and Effectiveness

#### 4. Performance Management

Preparation of Job Description/ KRAs/KPIs  
Institutionalization of Performance Management practices  
Reward and Recognition practices

#### 5. Competency Development and Analysis

The workforce competencies required to perform the organizations business activities are defined and updated.  
The work processes used within each workforce competency are established and maintained.

#### 6. Corporate Communication and Coordination

Information is shared across the organization including coordination with corporate HR function.  
Grievance Management

#### 7. QMS / Statutory Compliance

Support to HR policy formulation and framework

### Employment Type

Full Time

### Industry

IT

### Job Location

Jaipur

### Working Hours

10AM – 7PM

### Valid through

December 14, 2018

### Base Salary

Rs 200000 - Rs 500000

### Date posted

October 25, 2018

Implementation of HR policy  
Liaison & coordination with Govt / Statutory and regulatory bodies  
Necessary adherence to the compliance process and documentation

#### 8. Administration

A. Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.

B. Coordinate activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

#### **Skills**

- Should have good communication skills.
- Well versed with IT Recruitment.
- Minimum experience of 3+ years into IT recruitment.
- Good problem-solving ability.
- Time management.
- Knowledge of HR systems and databases
- Excellent Negotiation and Presentation Skills

#### **Qualifications**

MBA(HR)