

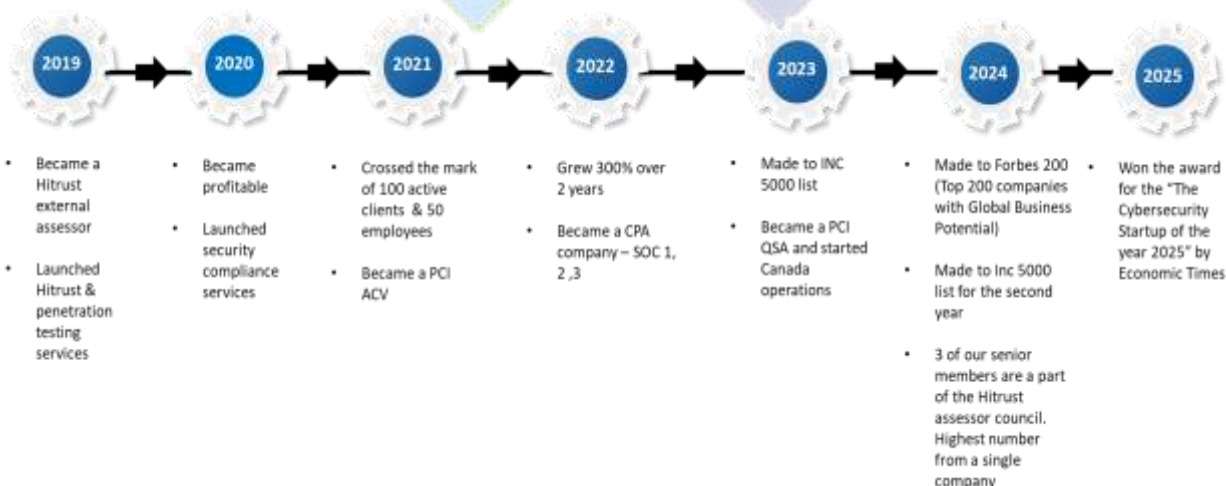
Role	Associate – People Operations
Department	People
Experience Range	Fresher
Educational Qualification	Bachelor's Degree/MBA

About Accorian

Accorian is an established cybersecurity advisory and consulting firm headquartered in New Jersey with regional offices in India, Canada and UAE. In today's dynamic digital world, we serve a global clientele, helping businesses of all sizes strategize cybersecurity initiatives, identify risks, develop solutions, program management, incident response, penetration testing and achieve necessary compliance. Our team comprises of cybersecurity & IT industry veterans who've help leadership & CXO roles at large global enterprises whereby enriching the consistent mentorship culture of the organization. We have a special focus towards the unicorns of tomorrow amongst Fintechs, HealthTechs and other SaaS.

To read more about us, please visit our website, www.accorian.com

Our Milestones



What Makes Us Different?

- We are one of **10 accredited companies** that offer both audit & testing services in house – We're a **HITRUST & SOC assessor**, **PCI QSA & ASV** and **Crest accredited**.
- We completed **500+ successful compliance assessments and audits**.
- We detected over **25000 vulnerabilities** through **1500+ pen testing** engagements.
- We developed a purpose driven **in house GRC tool** called "GORICO".
- We were listed among America's growing companies and **featured on the INC 5000 list**

What We Have For You?

At Accorian, we strongly believe that *'We are, what we are, because of our People'* and our employees are our partners in growth.

As an employee of Accorian, you would:

- Have the opportunity to work with global clients as a key cyber security partner
- Work alongside a strong leadership team under consistent mentorship and coaching
- Opportunity to learn and grow in the cyber security space through continuous training and certification programs

Role Summary

As an Associate-People Operations, you would be responsible for all operational activities pertaining to an employee life cycle. You would work closely with the Head of People on key people initiatives such as Employee Engagement, Performance Management, Process Optimization and Capability Building.

Mandatory Skill Sets/Expertise

- Strong analytical and problem-solving skills
- MS Office Suite
- HRMS
- Good understanding of HR Technologies
- Experience on HR processes from hire to retire
- Good understanding of labor laws and other compliance requirements pertaining to people
- Proven expertise in streamlining HR processes whereby enhancing efficiency
- Proven expertise in strategizing, designing and deploying employee engagement initiative catering to global workforce

Nice to Have

- Excellent communication skills (written as well as verbal)
- Excellent attention to detail
- An ardent task master
- High sense of ownership, accountability and urgency

Key Responsibilities

- Be the SPOC for all employee queries and HR Operational needs
- Collaborate with different stakeholders and work towards implementing People programs and practices
- Strategize, design and deploy initiatives aimed at enhancing employee experience at all touchpoints
- Partner with leaders and managers on a wide variety of topics including organization design & development, employee engagement, performance and retention, and leadership development
- Engage with employees across level to understand and act on feedback whereby continually strengthening Accorian's culture
- Conduct regular compliance audits with the third-party vendor to ensure 100% compliance for all labor regulations
- Collaborate with other team members of the People Team for delivering key people projects and initiatives

