

## **Job Title**

HR manager

## **Who are We?**

We are a two years old, investors backed fintech startup dedicated to a noble mission of helping people with their personal finance challenges by providing end-to-end assistance. We're a team driven by the purpose of supporting individuals through empathetic and unbiased product/service and financial education. Operating with high integrity and customer empathy, we aim to make a real difference in people's financial lives.

*We operate through following brands*

<https://thefynprint.com/> as personal finance concierge platform

<https://finright.in/> as EPF assistance platform

*Founders profiles*

[Amey Kanekar](#) | [Akash Shah](#) | [Neil Borate](#)

*Media coverage*

Mint: <https://tinyurl.com/3z4k62eu>

YourStory: <https://shorturl.at/GaRqt>

## **Location**

Borivali, Mumbai

## **Why This Isn't Just Another Job:**

You will be joining a lead HR role, and become instrumental in shaping the future of our company. This role is central to our scale and will give the enriching experience of being a micro business owner. We believe in autonomy, trust & huge skin in the game. Thus, it comes with wealth creation potential through ESOPs.

If you resonate with our purpose and are excited about making an impact, we'd love to have you on board!

## **Role Overview**

The HR manager will manage core HR operations including employee onboarding, engagement, compliance, performance management, employee relations along with

recruitment. This hands-on role ensures talent acquisition and maintains a positive, productive workplace culture in a fast-growing organization.

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## **Key Responsibilities**

- Manage onboarding/offboarding: documentation, inductions, payroll setup, and exit formalities.
  - Handle employee relations: grievances, policy queries, performance counseling, and disciplinary actions.
  - Administer benefits, payroll coordination, leaves, attendance, and statutory compliance (PF, ESI, labor laws).
  - Drive performance management: goal setting, appraisals, feedback cycles, and recognition programs.
  - Organize training, team-building, engagement surveys, and culture initiatives.
  - Maintain HR records, policies, SOPs, and ensure data confidentiality/compliance
  - Source, screen, and manage full-cycle recruitment for all positions (junior to senior) using LinkedIn, Naukri, referrals, and agencies.
  - Conduct interviews, assessments, and reference checks; partner with hiring managers to define roles and close offers efficiently.
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## **Requirements**

- Bachelor's/Master's in HR, Business Administration, or related field; certification preferred.
- 3–5 years of HR experience with recruitment experience
- Hands-on experience with HRMS/ATS tools, Excel, and Google Workspace/MS Office.
- Strong knowledge of Indian labor laws, payroll compliance, and employee lifecycle management.
- Excellent communication, stakeholder management, and problem-solving skills; comfortable with ambiguity.