

JOB DESCRIPTION

Job Title	Executive/AM– People Care & Development	Department / Function	People Care & Development
Reporting Manager	AGM – People Care & Development	Location	Pune
Duties & Responsibilities			
Job Summary /Purpose:			
<p>Pune HR Manager Responsibilities. Include: Developing and implementing HR strategies and initiatives aligned with the overall business strategy. Bridging management and employee relations by addressing demands, grievances or other issues.</p>			
Profile Responsibilities:			
<ul style="list-style-type: none"> ▪ Manpower planning Talent Acquisition: prepare recruitment plan for the year, oversee job postings and recruitment partners, evaluate candidates, salary negotiations, roll out job offers, prepare reports etc ▪ Employee Induction and Orientation : Which starts from Getting the Joining forms filled, Collecting necessary documents and documenting it in their individual files, Taking a new Joinee through Employee Manual, Grooming Manual, Professional background check process, Getting them introduced to Department HOD's, Ensuring their Induction gets completed from every department end, Getting all admin formalities completed along with Uniform and then handing the resource to their own department for further training ▪ To maintain JD's and Organogram. The same needs to be updated as and when required to be shared with higher management ▪ Budget: Entirely responsible to work on Manpower, Training & Office welfare budget for the Centre ▪ HR Operations: Manage Akrivia portal for all employee activities, process monthly payroll in co-ordination with external agency + internal Finance team, create MIS reports, conduct and evaluate HR documents every month, manage off boarding formalities. ▪ Employee Engagement: Design and develop engagement strategies, administering rewards and recognition program, employee satisfaction survey. Outdoor programs. ▪ Formulating HR policies guidelines; review and update HR processes in timely manner; educate employee time to time on various HR processes and provide support to them as and when required ▪ Prepare issue various document to employees offer, appointment, confirmation, PLI increment letters, Bonafide letters, Performance improvement plans, resignation acceptance, relieving letters etc ▪ Maintain employee records, personal files, manage and maintain employee database ▪ Complete Vendor Management related to Human Resource and Administration. Bit of Administration been given to admin spoc along with managing those set of vendors. 			

- Employee Grievances: Ensuring Grievance are heard well and shared further with correct concern to ensure results.
- Exit Formalities : Ensuring all the forms are filled in correctly, Clearance acquired from all the departments, Sharing required information with the Payroll agency to get F&F calculations in co-ordination with Accounts & Finance Head, Ensuring all official assets are acquired from the person who's exiting the company as this does impact F&F calculations and then to close the case by handing over final payment along with exit letters.
- Nurture a positive working environment, be an enabler to promote company values.

Other skills required :

- Good language skills
- Energetic and enthusiastic
- People oriented result driven
- Should be active listener and socially perceptive
- Good understanding of MS Office
- Team working

Experience			
Qualification	MBA in Human Resource is a must	Overall Experience	5 – 7 years of experience in HR Operation/Generalist profile
Type of industry	Any Industry, Retail/Hospitality preferable	Essential Experience	5 - 7 years of experience in HR Operation/Generalist profile