

Job Description

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| Designation: | Executive/ Sr. Executive- HR Operations |
| Department: | Human Resources |
| Direct Reporting To: | Vice President – HR |
| New Position/ Back Fill: | New |

Introduction:

A&A Business Consulting (AABC) is India's leading consulting company for Small and Medium Enterprises. Founded in 2009, AABC has completed 1500 full-fledged consulting projects assisting businesses achieve organised growth. We have presence in 7 states across India with a network of 18000+ SMEs.

Our team of 300+ professionals serves clients from industries as diverse as textiles, machine tools, apparel, agriculture, engineering, chemicals, food processing, healthcare & pharmaceuticals, telecom, education, BFSI, automobile, construction & infrastructure and FMCG, amongst others.

We have six different consulting practices namely, **Sales (Business), Finance, Branding, Human Resources, Information Technology and Operations (Business Processes)**. Our team of 100+ consultants with varied industry expertise are backed by Subject Matter Experts (S.M.E.) team. Together, they are responsible for bringing measurable changes to clients' businesses.

At AABC, our vision is to assist individuals and organizations to GROW. Remaining rooted to our vision, we completed assisting 1239 businesses grow financially in March 2018. We are working towards our next mission of assisting 2020 businesses grow financially by 31st March 2020. We can foresee the change we want to bring in the SME sector in India. We want to craft the financial destinies of millions of SMEs by assisting them grow in an organized way.

Come, let us grow your business together!

MISSION 2020: We will assist 2020 businesses achieve organized growth by 31st March, 2020.

Vision: To assist individuals and organizations to grow.

Values: Initiation | Innovation | Persistence | Passion | People | Performance

Job Purpose:

As a member of HR team, the accountability in terms of assigned function in the areas of on-boarding, back-office HR operations, payroll, compliance related calculations and filing etc. He /she will be responsible for providing adequate support to the team to ensure smooth functioning at the employee end.

Responsibilities:

- Managing the complete Employee Life Cycle for employees across the region
- Timely confirmations, transfers, exits and appointment letter generations to ensure 100% compliance with HR processes
- On Boarding employees to ensure effective orientation of the new joiner
- Ensure adherence to timelines to ensure smooth running of the processes
- Ensure correctness of salaries, including various components, worked out for newly inducted employees
- Calculation of salaries of existing employees including increments.
- Managing statutory compliance and employee welfare to make the workplace environment conducive to work
- Timely addressable of all concerns raised by employees
- Facilitate Employee Engagement initiatives across regions to create an engaged workforce
- Communicating with the employees to create a constant Employee Connect

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| | <ul style="list-style-type: none"> Facilitating the change management initiatives in alignment with the company/ business goals to support achieving business objectives HR Operations related documentation / data analysis for joining exit process Custodian for all the locations HR related data and documents related to joining, departure, vacancy analysis, attrition analysis, leave status, attendance queries, compliance queries, etc. Complete all formalities relating to exit documentation and also ensuring exit process needs to be taken care properly at respective branches in coordination with Operations Team and Reporting Managers Ensuring all the inputs are registered in HRIS for calculating F&F of exited employees. Issuing the F & F statement and Relieving to the exited employees and ensuring all the documents are acknowledged and signed off by them. Revising the internal policy if required the change with approval of Management Preparing JD/ KRA/ Goal Sheet for respective employees in sync with department leaders Supporting the Team in internal recruitment as and when required | | |
| Requisite Skills: | <ul style="list-style-type: none"> Working knowledge of MS Excel, Ms word, Ms PowerPoint Good communication and negotiation skills Communication skills - Written & Verbal Excellent Proficient with Government policies on Labour laws including Rules on Gratuity, Bonus, PF, ESIC, Minimum wages, Maternity Leave, Workmen Compensation etc. – Proficient | | |
| Desired Skills: | <ul style="list-style-type: none"> Knowledge on Employee Life Cycle HR Operations Statutory Compliances Recruitment Ability to self-motivate and motivate others | | |
| Education: | Graduate / MBA/MSW or Post Graduate in Human Resources | | |
| Relevant Experience: | 4 – 6 years of experience in HR Operations | | |
| CTC per annum: | | Total Experience: | |
| Will travel? | NO | Monthly Net Salary: | |
| Preferred Domain: | HR Operations | | |
| Reference Companies: | | | |
| Gender: | Male/ Female | Marital Status: | Married |