**Job Description**

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| **Designation:** | Consultant- HR | **Job Location:** | | Mum, Ahm, Ind, Ludh, Hyd, Del |
| **Department:** | Consulting | **Grade/ Level:** | |  |
| **Direct Reporting To:** | Principal Consultant | **Direct Reportees:** | | None |
| **New Position/ Back Fill:** | New | **No. of openings:** | |  |
| **Introduction:**  &A Business Consulting (AABC) is India’s leading management consulting firm and the only one to focus exclusively on Small & Medium Businesses. We have consulted more than 8500 Small and Medium Enterprises (SMEs) so far and have helped them take their businesses to the next level.  We are a team of 200+ consultants specializing across 6 different consulting practices: Finance, Sales, Human Resources, Information Technology, Marketing and Legal.  AABC focuses on delivering results through assembling a team of consultants who have the right expertise and experience relevant to that industry or the client they serve. The firm’s expertise can efficiently address contextual problems from diverse industries. The consultants are conversant with changing market dynamics and can identify and apply long-term improvements to a business. We continually seek better ways to address important business problems. We can decide for you, the best resources: People, Idea, Strategy, Technology and Finance.  As a management consultant, the firm handholds senior managements to improve operational efficiency, formulate strategy and become more productive, and hence more profitable.  **Job Purpose:**HR Consultant will be responsible for HR projects in a year at one go, he/she will visit client’s business at regular intervals and with the help of SME-Subject Matter Expert’s, PC-Principal Consultant implement the SOW at client’s business. | | | | |
| **Responsibilities:** | * HR Consultant will visit clients business Once in a week, 4 times in a month, 48 times in a year and implement the defined SOW within timelines * Responsible for doing research and understanding the industry, competitive analysis, and HR practices for the client * Consultant is responsible for understanding, finalising and documenting SOW of the client in sync with PC - Principal Consultant and SME - Subject Matter Experts * Contributing in other consulting projects of the Branch in HR area * Responsible for making various HR processes and systems and Organization Design * Develop the department in line with Business Goal * Working on the Client ‘S Sales Team, devising various initiative for motivating Sales Team, Sales Goal Sheet, Sales People Incentive, contest * Working on PMS policy all across the Company (Making Goal Sheet, KRA and KPI) * Monitoring quarterly performance review of all employees of Client place * Responsible for the execution of agreement along with finalised sow with the help of a legal team * Responsible for finalising, yearly sales strategy and Manpower planning & budgets of a client with the help of PC and SME * Responsible for identifying resources required to implement the SOW at clients place and getting it arranged through the client, at his/her place * Responsible for training and development of client’s team and felicitating GMM-Growth multiplication meeting * Responsible for preparing, submitting and implementing a monthly plan, at clients place through client’s team within defined TAT’s * Responsible for organising overall client’s business and giving it a professional outlook within 60 days * Responsible for taking appropriate decisions for client’s business, whenever required, with the help of PC and SME * Solving challenges/problems/ bottlenecks/gaps at clients place with the help of PC and SME * Getting closure documents signed between ‘client &IILD after completion of each activity under SOW * Coordinating with SME-subject matter expert and principal consultant for timely deliverables * Responsible for getting timely feedback from client documented and ensuring client satisfaction * Conducting various employee engagement activities at clients place and ensuring high team motivation and retention of client’s manpower * Ensuring the formats and processes, being followed at clients place during the implementation of SOW are as per the A&A standard. * Responsible for submitting various MIS/Reports to the management on time. * Responsible for completion of SOW within defined TAT * Responsible for generating revenue by cross-selling various A&A products. * Responsible for getting timely payments from the client as per agreed terms & conditions of the contract * Responsible for client’s turnover growth as agreed in the SOW * Ensuring establishing 100% statutory compliances at Client place * Bringing the HRIS software to capture all data and make the client place paper less. * Identify Labour Law agency as per the need for the client for following regular compliance * Organizing various employee engagement activities for Client ‘s internal team motivation * Maintain a healthy relationship with clients and ensure retention post completion. * Responsible for adhering all policies and processes of A&A and participating in various pieces of training, reading sessions, etc conducted by A&A and updating self on knowledge of various industries, cross-functional Teams, and business acumen * Must take any other works as assigned by A&A management. * Maintaining MIS, Month Plans, Doable Sheets and other report regularly | | | |
| **Requisite Skills:** | * HR Business Partner * Statutory Compliance Knowledge * Leadership * Analytical * Communication * Administrative Skills * Computer skills | | | |
| **Education:** | MBA- HR must | | | |
| **Relevant Experience:** | 6 years of HR role ( Operations , Labor Law and Statutory Compliance ) | | | |
| **Travel** | Yes ( Intra City Travelling) | **Monthly Net Salary:** | |  |
| **Owns Vehicle:** | Car (Preferred for travel use) | **PF – Yes / No** | |  |
| **Preferred Domain:** | Consulting, Client Servicing, HR, etc. | | | |
| **Reference Companies:** | MNC/Corporate in above Domains | | | |
| **Gender:** | Male/ Female | | **Marital Status:** | Married |