

Role:- HR – Sreekutty P V

Regular office hours :- 9.30 AM – 6 PM

Date:- 1st April 2020 – 31st March 2021

Job Role Summary:

The HR is responsible for the hiring of good talent from the events industry. This role reports into the COO.

Key Results Area #1 – Hiring

- KRA 1: Recruiting & short listing of candidates for specific job profiles in the events division across India.

Key Results Area #2 – Attrition

- Ensure all posts vacant due to attrition is taken care of. To have back up candidates for all the roles.
- Ensure master sheet containing database of employees are updated regularly

Key Results Area #3 – Executing joining formalities

- Verification of documents along with the preparing of the offer letter. Joining kit to filled with PF form. Will have to allocate office space with computer. Create email ID, visiting cards and ID card. Provide Tshirts/Shirts, drawer with keys and note pad. Ensure Employees have their KRA before joining.
- Induction AV to be played. Wings vision AV to be played. HR manual to be read out and candidate needs to acknowledge the same. JD to be explained. KRA to be explained and acknowledged by joinee. Introduction to Wings team to be done.

Key Results Area #4 – Management of discipline and a guarding of Wings culture

- Ensure all employees report into office by 9.30 AM.
- Ensure only 2 breaks of 15 minutes each
- Ensure all employees follow the Wings dress code
- Mobile tracking of employees to ensure their HR tool updates are correct
- Ensuring birthdays of employees are celebrated as per Wings norms

Key Results Area #5 –Exit Formality

- Conduct the exit interview of employee and collection of all returnable office property.

Key Results Area #6 –Attendance Tracker

- Ensure attendance is tracked across locations and salary is processed accordingly.

Key Results Area#7 – Inventory Handling

- Ensure Wings materials are taken care of. Ensure there is a tracker kept with all inventory taken by Wings employees and returned in the same way.