

Company :	UXReactor India Pvt Ltd.
Company Name :	UXReactor India Pvt Ltd.
Nature Of Business :	Design Consulting Firm
Designation :	Head of Operations
Tentative Job Location :	Hyderabad

About UXReactor

UXReactor is an U.S.-based Inc. 5000 full service UX design consultancy that catalyzes beloved eXperiences designed with deep empathy and understanding. It is Silicon Valley's best kept secret, having impacted organizations from Fortune 500 to back of napkin startups. It starts with PragmaticUX, a proven process to unlock design solutions to business problems that are consistent, replicable, measurable and scalable.

Role Description

UXReactor is looking for a seasoned business management professional with an entrepreneurial spirit to help grow the company's presence. As an ideal candidate, you are a critical contributor to building an operational Center of Excellence (CoE) and necessary infrastructure and operational guidelines across a wide range of departments. You are a born and accountable leader with previous managerial experience, overseeing and managing various aspects of the business, such as operations, human resources, finance, and legal. While at UXReactor, you will get the opportunity to work with a highly experienced international team and share our passion to constantly learn and improve yourself while putting Medellin on the world map for Product Research and Design. Ultimately, you're driven by the desire to make a lasting impact and lead a team toward maximum productivity and efficiency.

Role and responsibilities

Talent Operations

- Collaborate with the Functional leadership team, to actively build the most dynamic process and environment around the talent
- Designs and implements programs that aim to attract, measure, develop and manage the organization's talent pool
- Develop standardized HR policies and procedures for the organization
- Evaluate and provide reports regarding the effectiveness of the organization's talent strategies
- Manage relationships with our talent partners (e.g., universities, recruiting partners)
- Be the "culture" ambassador responsible for incentivizing talent and promoting activities and events to reinform the organization's culture

Financial and Regulatory Management

- Manage the financial in and outflows of the organization by ensuring timely billing and payment with customers and vendors
- Develop business processes, administration and financial management infrastructure
- Monitor financial details to ensure that legal requirements are met
- Track and manage submission of legal documents to ensure organizational compliance

Description :

General Operations

- Oversee the facilities management and related activities
- Oversee daily business operations and coordinate with Global Ops team
- Analyze and improve organizational processes and identify opportunities to improve quality, productivity and efficiency
- Ensure the working environment is in a suitable condition and be accountable for overseeing services such as equipment inventory, internet, utilities, cleaning

Location Specifications:

- 10% - 20% travel required to National or International Locations, as per Business needs
- Willingness to work and live in the country
- Full-time availability

Preferred Qualifications:

- Hold Bachelor's Degree in Business and Law. Preferred MBA or Master's Degree in Law
- Prior entrepreneurial or general management experience
- Experience in building and retaining high performance teams.
- Highly Proficiency in English, both spoken and written
- Experience navigating local employment laws and practices
- Proficient working knowledge with Microsoft Word, PowerPoint, Excel, and Project
- Excellent interpersonal skills and can work well across functions and with people of diverse backgrounds
- A self-starter with a strong work ethic, a growth mindset, superior time management skills
- Have the following minimum experience in the listed functions:
 - 2+ years of Experience setting up and driving Finance and related Statutory functions such as bookkeeping, budget planning, tax filings, STPI filings etc.
 - 2+ years of Experience setting up and driving outcome driven HR functions such as Process creation and

- **1+ years of experience in setting up and managing other operational areas such as facilities, inventory, vendors, cost controls, and workplace automation.**

Highlights of Our Benefits Include

- Professional development growth opportunities through in-house classes and many Web-based training courses
- An educational assistance program to financially help employees seeking continuing education
- Medical, Life, and Personal Accident Insurance benefit for employees.
- Yoga through certified Yoga Instructor 4 times a week, recreation centre, and cafeteria
- Special fun fund for weekly offsite games and other entertainment programs for teammates
- Online and offline Library
- Annual holiday at an offsite location for the entire office

	Program	AE	BS	BE	CE	CHE	CSE	EE	ES	ME	MSE	PHY	CHM	MTH	ECO	DES	IME	CGS	HSS	EEM	MSP	NET	PSE	Stats	
Eligibilty :	BT	No	No		No	No	No	No	--	No	No	--	--	--	--	--	--	--	--	--	--	--	--	--	
	BS	--	--		--	--	--	--	No	--	--	No	No	No	No	--	--	--	--	--	--	--	--	--	
	MT	No	No		No	No	No	No	No	No	No	--	--	--	--	--	Yes	--	--	No	No	No	No	--	
	DoubleMajor	No	No		No	No	No	No	--	No	No	No	No	No	No	--	--	--	--	--	--	--	--	--	
	dual	No	No		No	No	No	No	No	No	No	No	No	No	No	--	--	--	--	--	--	--	--	--	
	dualB	No	No		No	No	No	No	--	No	No	No	No	No	No	--	No	--	--	No	--	No	No	--	
	dualC	No	No		No	No	No	No	No	No	No	No	No	No	No	No	No	--	--	--	--	--	--	--	
	Mdes	--	--		--	--	--	--	--	--	--	--	--	--	--	No	--	--	--	--	--	--	--	--	
	MBA	--	--		--	--	--	--	--	--	--	--	--	--	--	--	--	Yes	--	--	--	--	--	--	--
	Phd	No	No		No	No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No	No	No	No	No	No
	MSc	--	--		--	--	--	--	--	--	--	No	No	No	--	--	--	--	--	--	--	--	--	--	No
	MSR	No	No		No	No	No	No	--	No	No	--	--	--	--	--	--	--	No	--	--	--	--	No	--
Cost to Company :												Open													
Package Details :												Open													
Bond :												False													
CPI CutOff :												0.0													
Medical Requirments :																									
Resume Shortlist :												True													
Resume Shortlist Criteria:												N/A													
Aptitude Test:												True													
Aptitude Test												N/A													
Duration:																									
Group Discussion:												False													
Technical Test:												True													
Technical Test												2 Days													
Duration:																									
Technical Interview:												True													
Technical Interview																									
Duration:												1 Hour													
Number of Techincal Interview Rounds:												3													
HR Interview:												True													
HR Interview																									
Duration:												N/A													
Additional Information:																									