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**Human Resources Manager**

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New Delhi, Delhi, India (On-site)

**Job description**

**Zerone Microsystems Hiring | Cutting edge technology developer**

Zerone Microsystems is a 11 year old company that has been in the cutting edge of technology and finance and is not dependent on external funding. It is backed by Sanjeev Bajaj, MD & CEO of Bajaj Capital, Sanjay Rishi, former Head of American Express, South Asia, Richard Rekhy, former CEO of KPMG and many other heavyweights from the industry.

It has also been backed by NASSCOM 10,000, WeWork labs, Microsoft Accelerator and Anthill Incubator.

It has been recognized and awarded by Government of India as being in the top 10 in its category. Zerone has also been recognized by the UK government and was awarded the UK-India Finclusion Award. It has also been recognized as the 10 most recommended technology service providers of 2021 company by the CIO Insider. Zerone has also been recognized by NPCI for its contribution in integration Singapore’s NETS payment system with India’s UPI payment system.

Zerone Microsystems is led by a team of IIT and IIM alumni with decades of experience. We also have former Paytm Vice President as our CTO.

Zerone Microsystems has a fully owned subsidiary in Singapore, run by a Harvard University masters with over two decades of experience.

**The Role**

The person will be responsible for overall HR and business partnering activities. This position will report into the COO and will require partnering with CEO/CXO in terms of implementing strategic HR initiatives.

Partnering the internal stakeholders to achieve their business goals with effective people strategies. The role therefore covers all aspects of HR:

**Strategic HR**

* Responsible for creating and monitoring HR Budget
* People Policy and SOP Formulation
* Create and drive Zerone Values and beliefs and drive cultural change

**Talent Acquisition:**

* Partnering with **key stakeholders**to ensure that the best talent is identified and attracted
* Ensuring a smooth and effective hiring process and new employee experience

**Learning & Development:**

* Identifying training and learning needs across the organisation and implementing the training plan through partners.

**Employee Engagement**

* Articulating and propagating the Company’s culture
* Tracking engagement levels through employee surveys, exit interviews and other formal and informal mechanisms and devising appropriate strategies to ensure high levels of motivation and engagement amongst staff
* Ensuring staff issues are addressed when needed.

**Performance Management:**

* Devising and implementing a robust Performance Management System
* Working with line managers to ensure that objectives and performance measures are clear, measurable and results focused

**Compensation & Benefits:**

* Tracking market compensation trends and talent dynamics
* Working with CHRO to devise appropriate compensation strategies that are in line with the market

**Compliance & HR Process:**

* Ensuring compliance with local labour laws/legislation with regional and global policies and procedures

**HR Automation:**

* Identify and implement the right HR Automation tools to benefit the organization and employees in a cost effective way.

**Requirements**

* **Experience 3 -5 years**
* Keen on building the organization along with the founder/co-founder
* MBA in HR from a recognized institute
* 3 to 5 years of experience in HR, preferably in a generalist or HR Business Partner role
* Experience in implementing HR Automation tools will be an added advantage
* Excellent subject / functional knowledge
* Go Getter attitude
* Proven experience in managing a team (2-3 team members)
* Excellent skills in MIS and Data Analytics.

**>> Selection process**

* Preliminary interview
* HR round of Interview
* Technical interview
* CEO interview.

**>> Compensation**

* Compensation is competitive with industry standards
* Details of the compensation breakup will be shared with short-listed candidates only

**>> People BENEFITS**

* A strong learning culture
* Exposure to cutting edge technology
* Open positive work culture

### Employment Type

## Screening question

### Must-have qualifications

* How many years of Human Resources experience do you currently have?

Ideal answer: 1

* Are you comfortable commuting to this job's location?

Ideal answer: Yes

* What is your current notice period in days?

Ideal answer: 0

* What is your current CTC in lacs per annum

Ideal answer: 0

### Preferred qualifications

* Have you completed the following level of education: Bachelor's Degree?

Ideal answer: Yes