Assistant - Machine Development

General information

Vertical	Corporate
Position	Assistant
Department	Machine Development
Function	Corporate Engineering
Location	All

Specification

Grade	JA,AA
Reports To	Sanjib
No. of Reportees	5
Desired Industries	Banking & Finance ,Cement,Construction
Experience	0-2 Years
Age	20-25
Qualification	Degree
Course	B.Sc
Stream	Maths,Physics,Chemistry
Languages Known	English,Hindi
Any Other	Test

Main Purpose of Job *(Why job exists/what it must achieve)*

HR Business Support to Corp Technical for all HR processes, custodian of talent acquisition strategies, implement PMS and related process, conceptualize and drive various employee engagement initiatives. Manage employee relations by being a people champion and change agent to foster a healthy work environment.

Main Responsibilities / Job Summary *(Primary deliverables of role and its scope)*

Talent Pipeline , Acquisitions & Recruitment
- Support Corporate HR team to effectively identify and hire talent from various sources within and outside the industry
- Create and develop talent acquisition & sourcing strategy for Corp Technical (resources requirement for 2022, map competitor, identify target companie

Training
- Design and implement programs (training journey) in coordination with corporate HR
- Partner with the business teams to conduct the training
- Manage employee on boarding and induction process (MRF university) to integrate new joinees smoothly into the organization and its culture

Performance Management
- Implement PMS in coordination with Corp HR (Target setting, feedback process and review system)

Employee Engagement

- Improve existing and design new engagement processes such as employee communication, retention and rewards and recognition etc.
- Responsible for improvement of HR Policies, Infrastructure and Amenities etc.

Other HR Operations

- Support Corp HR for process such as succession planning, fast track management, leadership programs etc
- Responsible for improvement of HR Policies, Infrastructure, Amenities and grievance resolution to maintain organizational hygiene
- Maintain and publish MIS and analytics on key processes such as attrition, recruitment, training etc.
- Manage employee separation processes to ensure smooth transition for exiting employees

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KPIs *(Measurable parameters of the role)* & Dimensions *(What is the span of the role)*

- 100% Process / Plan adherence – recruitment / Induction
- Publish Engagement calendar, 100% adherence and 80% participation
- Ensure structured feedback with all employees once in year
- Attrition less than …..%
- Improve engagement score by ….. %

Staff reporting: Individual Contributor

Skills & Knowledge Requirements *(Abilities / Knowledge & Expertise in field)*

Knowledge (Technical / Functional)

- Strong conceptual knowledge of HR practices and Organization Behaviour theories
- Knowledge of Labour Laws
- Ability to impart trainings/learning sessions
- Appreciation of legal risks and liabilities associated with HR processes

Skills and Ability

- Ability to thrive in a fast paced, result oriented environment requiring a high degree of flexibil