

JOB DESCRIPTION: HR – OPERATIONS

Basic Job Responsibilities: The incumbent shall be responsible for all HR activities. She/he shall handle the employee life cycle, performance appraisal, MIS, grievance handling in addition to Managing the HRMS(ZOHO)

PLEASE NOTE EXPERIENCE WORKING WITH ZOHO HRMS IS A MUST.

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- Responsible for onboarding and partnering with the recruitment team in hiring associates based on business forecasts.
- Be the first point of contact for all employee grievances and partner with the HR Business Partner in conducting necessary investigations.
- Provide MIS support for Attrition analysis, includes- analyzing Exit interview, observe trends and highlight important aspects, prepare, and publish reports.
- Performance Management: the incumbent will be responsible for running the performance management system
- Payroll update to finance.
- Own the Manpower Requisitions and Close the position and handle the necessary joining formalities and logistics
- Experience of Technical/Non-Technical Recruitment
- Screening resumes
- Conducting in-person and phone interviews with candidates
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Communicating employer information and benefits during screening process
- Completing timely reports on employment activity

Behavioral Competencies:

- Excellent Communication Skills
- Team Player
- Time Management
- Adaptability
- Detail Oriented
- Self-Starter

Educational Competency:

- Any Graduation/ Post Graduation
- MBA/PGDM - HR will be preferred

Experience

- Relevant Experience should be 2-3years

Job Location: Noida

Drop your resume - Hr@indipaisa.com