

## JOB DESCRIPTION

### I. JOB DETAILS

<b>Job Title</b>	<b>Sr. Executive – Human Resources</b>		
<b>Function</b>	Human Resources - <b>Operations</b>	<b>Location</b>	Noida
<b>Direct Reporting to:</b>	Head Human Resources	<b>Matrix Reporting to:</b>	1
<b>Staff Supervised</b>	<b>Direct Reports:</b> NA	<b>Matrix Reports:</b>	<b>NA</b>
<b>Job Titles of Direct Reports</b>	NA		

Brief Introduction: Vision India is a Business Conglomerate having three business verticals - Staffing, Rural BPO & Advisory Services. With 32000 Associate base and 150 Indian, MNC and Government of India/ State(s) entities proudly listed in our clientele, we offer an assurance of proven credentials in the Staffing domain with a range of Organizations in India, South East Asia and Middle East. We wear ISO 9001, ISO 21001:2018, ISO 10002, ISO 14001, ISO/ IEC 20000, ISO 27001 and OHSAS 18001 Certifications and sustain unwavering focus on delivering quality services to our Clients enabling them to achieve Business Goals with cost efficacy.

It has been growing top line consistently over the last many years. It stands proudly at Rs. 170 Crore of Revenue for the year 2020-21. Recording growths close to 50% YoY over the last couple of years. Its poised for much sharper top line growth in the ensuing years on the back of huge projects commissioned in 2021-22 as well as strong fundamentals on staffing side.

### II. JOB PURPOSE

The role holder will be responsible to Manage Employee Life Cycle Management right from on-boarding, payroll, productivity, reward till exit through an efficient and effective HR OPs strategy & systems, in alignment with the business strategy, functional demands and the organization's overall HR Philosophy.

The role incumbent would be deft in a start-up like environment and brings to fore, a strong challenger mind-set with proven abilities to influence peers across the eco-system and deliver a higher quality quantity mix for HR Operations.

### III. KEY RESPONSIBILITIES

#### Talent Acquisition;

- Sourcing the candidates from various sources like ; Field Sourcing, Campus hiring, Social media, references, Job Portals and likes
- Placement of Candidates Skilled with Vision India or LiveSkills

#### HR Operations;

- On-boarding of candidates – joining. Induction and handholding
- HRMIS up-dation / real-time change in in-house software
- HRIS training, operational issues handling, HRIS induction
- Payroll management including attendance & leave management
- Reimbursement management
- Mediclaim management
- Exit management
- Grievance handling

#### MIS & Reporting

- Maintains, Updates and Shares periodical dashboard & MIS reports as per requirement
- Creating, Maintaining, Updating & Sharing HR meetings Minutes of Meeting (MOM) and ensure all points are closed as discussed in the meeting

<b>V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE</b>	
<b>Minimum Qualifications</b>	MBA in Human Resources with 1-3 years of experience.
<b>VI. KEY INTERACTIONS</b>	
<b>Key Internal Contacts</b>	<b>Nature or purpose of interaction</b>
• Business / Function Heads	Understand Business Acquisition & HR OPS requirements & calibrate in the dynamic eco system.
• Corporate IT Software Team	Automation / Digital initiatives
• Marketing	Employer Branding
• Accounts	Costs & MIS
<b>Key External Contacts</b>	<b>Nature or purpose of interaction</b>
• Clients	Connect & engage for calibration of the requirements

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