

JOB DESCRIPTION			
I. Internship Details			
Job Title	Management Trainee – Human Resources		
Function	Human Resources	Location	Noida, Patna, Bangalore, Chennai, Kolkata, Hyderabad, Mumbai
Direct Reporting to:	Manager–Human Resources	Matrix Reporting	HR & Business Team
<p>Brief Introduction: Vision India is a Business Conglomerate having three business verticals - Staffing, Skilling & 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.</p> <p>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.</p>			
II. PURPOSE			
<p>The role holder will be responsible to learn & identify, select, Map, retain talent, capability building of People as well as managing life cycle of employees in the organization through an efficient and effective Talent acquisition, Training & Development as well as HR Ops. Strategies & systems, in alignment with the business strategy, functional demands and the organization’s overall HR Philosophy.</p> <p>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 Training & Development.</p>			
III. KEY RESPONSIBILITIES			
New age Human Resources;			
<ul style="list-style-type: none"> ✓ HR Metrics ✓ HR Analytics ✓ Data-driven business Impact ✓ Analytics implementation ✓ Self-service dashboards ✓ Reimagining HR & its role in health, well-being, and psychological safety of employees ✓ AI in Human Resources 			
Talent Accusation			
<ul style="list-style-type: none"> ✓ Learn & Preparation of Job Description & hiring the best FIT ✓ Learn to arrange jobs into job families and mapping with skills ✓ Learn & contribute in automation of manual processes to improve efficiency of operations ✓ Continuously identify potential sources and methods of sourcing ✓ Learn to Drive employee referral and internal job posting processes in line with manpower budgets ✓ Sourcing candidate from job portal www.visionjobs.in , screening them & lining up interviews with respective stakeholders ✓ Closure, MIS & Reporting 			
Training & Development			
<ul style="list-style-type: none"> ✓ Training Need identification ✓ Monitor and review the progress of trainees by using tools viz. questionnaires and by having discussions with line managers and functional heads to ensure that training programs result in performance improvement ✓ Design the Video contents for various workforce training in class room and on the job / experience labs ✓ Quality audits on various training centers and project sites ✓ Automation of Training & employment process 			

Human Resources 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
- ✓ Medclaim 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

V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE

Minimum Qualifications	BBA / MBA in Human Resources
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VI. KEY INTERACTIONS

Key Internal Contacts	Nature or purpose of interaction
• Business / Function Heads	Understand Business Acquisition & Capability building requirements & calibrate in the dynamic eco system.
• Corporate IT Software Team	Automation / Digital initiatives
• Marketing	Employer Branding
• Accounts	Costs & MIS
Key External Contacts	Nature or purpose of interaction
• Clients	Connect & engage for calibration of the requirements

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