

JOB DESCRIPTION

I. JOB DETAILS

Job Title	Executive Human Resource		
Function	Human Resources	Location	Hyderabad
Direct Reporting to:	Director Staffing	Matrix Reporting to:	
Staff Supervised	Direct Reports: NA	Matrix Reports:	NA
Job Titles of Direct Reports	NA		

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 20000, ISO 14001, ISO 19001, and ISO 27001. 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 2019-20. Recording growths close to 20% YoY over the last couple of years. It's poised for much sharper top line growth in the ensuing years on the back of huge projects commissioned in 2020-21 as well as strong fundamentals on staffing side.

II. JOB PURPOSE

Incumbent will be deployed at one of our leading client at Gagillapur in Hyderabad, his responsibilities includes managing HR activity, right from overseeing our hiring processes and managing employee life cycle till exit for that particular account.

III. KEY RESPONSIBILITIES

- ✓ Talent acquisition
 - Understand Client Requirement, JD
 - Field Sourcing - create a candidate pool in the local area thru connecting in the field.
 - Tie Up with ITI's, Skill Development Centres, Employment Exchange, Various Institutes for fresh candidates
 - Build Recruitment Partner Network, E-recruitment channels, referrals etc
 - Create Data Base Repository of Candidates & Institutes for TA Requirement
 - Line up & Interview Scheduling
- ✓ HR Operations
 - Ensure Joining & Timely collection of required Documents
 - On boarding of Candidates and make them familiar with Organization, Culture, Dos & Don'ts, Manager / Supervisor & Peers
 - Daily Attendance collection and update on VIS E - Portal
 - Awareness & Ensure 100% VIS Employee App download and usage at associate level
 - Attendance & Leave Collection and get it verified from HR & maintenance of the records
 - Get Invoice Prepared from VIS Back end Team and Submission at Client End
 - Reimbursement Collection, Calculation, Approval from Client, Invoicing and Payment
 - Follow Up with Client for Payment
 - Timely distribution of ID cards, Uniform & Shoes
- ✓ Grievance Management & Reduce Attrition
 - Connect with Employees at regular Intervals and Resolve their Grievance
 - Employee Engagement and Fun Initiatives with support of client
- ✓ Exploring business Opportunities for Staffing.
- ✓ HRMIS, Statuary & Compliance Management
 - Sanitized HRMIS as per daily inputs
 - Ensure Readiness of various Statuary & Compliance documents like wage register, Register of Deduction, Register of Fines, Register of Advances, Register of Over Time, PT Challans, LWF Challan, PF & ESIC Records maintenance
- ✓ Implementation of Industry Best Practices - Setting & replicating.
- ✓ Induction to all new joiners along with Training Delivery (Applicable with NEEM Clients)
- ✓ Periodic reporting & interaction with the senior management of the organization

IV. KEY PERFORMANCE INDICATORS

Measurable Deliverables	<ul style="list-style-type: none"> ✓ Closure of vacancies within timelines, early the better. ✓ 100 % new employee update, complete with documents on the Vision portal within 2 days of joining. ✓ % reduction in HR Ops related escalation / seamless employee experience ✓ % adherence to HR Policies & Processes ✓ 100% coverage of ID, ESIC cards & uniform. ✓ Timely collection of attendance & payment of wages. ✓ Client & Employee relationship management. Reduce attrition.
V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE	
Minimum Qualifications	MBA HR preferred.
Specific experience	HR acumen, Hands on in MS office, Good Communication Skill written & Verbal, especially in local language.
Overall experience	1 to 4 Years
Target Companies	
VI. KEY INTERACTIONS	
Key Internal Contacts	Nature or purpose of interaction
• Employees	Resolve grievances, support life cycle issues to ensure retention.
• Reporting Manager	Work updates, Seek support on operational challenges
• Back office team	Coordinate for payroll inputs, invoice submission & salary disbursement
• Key External Contacts	Nature or purpose of interaction
• Clients	Understand recruitment & HR OPS requirements & fulfill the same in a professional manner.
• Candidates	Keep record, resume of candidates in the market for field mobilization.
• Institutes / ITIs	For collecting student database & seek support in closure of vacancies.

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