

JOB DESCRIPTION

I. JOB DETAILS

Job Title	Assistant Manager – Human Resources		
Function	Human Resources	Location	Mumbai
Direct Reporting to:	DGM - HR	Matrix Reporting to:	Business Manager
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 & E-Learning. 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 2019-20. Recording growths close to 50% 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

Responsibilities includes overseeing hiring processes, managing employee life cycle, Industrial visit and implementing vocational training programs within the assigned jurisdiction.

III. KEY RESPONSIBILITIES

- ✓ Hiring resources for the project
- ✓ Inducting Employees and make them familiar with roles & responsibilities, Dos & Don'ts
- ✓ Attendance & Leave Collection of employees from all schools at the given jurisdiction and get it verified from HR & maintenance of the records
- ✓ Serve as the primary point of contact with schools with regard to day-to-day implementation and management matters relating to the vocational training program agreement
- ✓ Maintain solid relations with program implementing partners
- ✓ Establish and maintain strong linkage with local vocational training center i.e. Schools in Maharashtra
- ✓ Report on a minimum of a bi-weekly basis on progress of program implementation and ensure quality control of overall program implementation;
- ✓ Oversee and manage all staff working for the program, including short or long-term consultants
- ✓ Ensure monitoring, evaluating and documenting progress of program implementation against indicators and track activities, including developing and implementing solutions as necessary
- ✓ Grievance Management & Reduce Attrition
- ✓ Exploring business Opportunities for the Staffing Business of the Organization
- ✓ Perform other duties as needed
- ✓ Responsible for managing the team of Vocational Trainers/teachers for skilling students of class 9 to class 12 and ensuring students are Employable by the end of Vocational training Program
- ✓ Monitor Vocational Trainers performance, attendance & training quality
- ✓ Maintain training framework, training governance for training process for quality training delivery. Ensure necessary Infra, Lab functioning, Lab maintenance & Availability of raw material for labs and ensure zero penalty.
- ✓ Ensure Manpower Retention & attendance.
- ✓ Liaison with all school Principal & other stake holders and get necessary approvals.
- ✓ Responsible for other project related responsibility like Documentation, attendance approval from school principal, Invoice & Bill Submission within specified time limits.
- ✓ Preparing and submission of reports at desired frequency to different stakeholders

IV. KEY PERFORMANCE INDICATORS

Measurable Deliverables	<ul style="list-style-type: none"> ✓ % reduction in HR Ops related escalation / seamless employee experience ✓ % adherence to HR Policies & Processes ✓ Automation Projects ✓ Talent Partner Pipeline ✓ % increase in number of applications received per level ✓ 100% implementation of project guideline
V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE	
Minimum Qualifications	MBA HR
Specific experience	Business Acumen, Good Communication Skill written & Verbal
Overall experience	3 - 5 Years
Target Companies	
VI. KEY INTERACTIONS	
Key Internal Contacts	Nature or purpose of interaction
• Business / Function Heads	Understand HR OPS requirements & calibrate in the dynamic eco system.
• Corporate IT Software Team	Automation / Digital initiatives
• Digital Marketing	Job post on social media
• Payroll	In time salary process
• Key External Contacts	Nature or purpose of interaction
• Clients	Connect & engage for calibration of the requirements

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