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| **JOB DESCRIPTION** |
| 1. **JOB DETAILS**
 |
| **Job Title** | **Manager - Human Resources** |
| **Function** | Human Resources | **Location** | Noida |
| **Direct Reporting to:** | Director Human Resources | **Matrix Reporting to:** | CEO |
| **Staff Supervised** | **Direct Reports:** 3 | **Matrix Reports:** | **NA** |
| **Job Titles of Direct Reports** | NA |
| Brief Introduction: 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.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. It’s poised for much sharper top line growth in the ensuing years on the back of huge projects commissioned in 2022-23 as well as strong fundamentals on staffing side. |
| 1. **JOB PURPOSE**
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| Responsible for HR Operations, Employee Engagement and Talent Acquisition for Vision India and its subsidiaries.

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| 1. **KEY RESPONSIBILITIES**
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| * **HR Operations**
	+ - On boarding and Induction and its effectiveness
		- ERP Management
		- Payroll Management including payroll inputs, attendance and leave management and updating on VIS E – Portal.
		- Awareness in regard to various available software, apps, policies and processes among employees
		- Code of conduct and discipline
		- HR Matrix and structure
		- HRIS Management
* **Talent Acquisition**
	+ Managing TA process including sourcing, interviewing, hiring and on-boarding
* **Engagement and Retention Management**
* Connect with Employees at regular Intervals and Resolve their Grievance
* Championing Employee connect program like Employee Communication Forum, Skip Level Meetings, Leader Connect program, One on one meetings and likes
* Championing Reward & Recognition Program
* Implementation of Industry Best Practices – Setting & replicating
* Periodic reporting & interaction with the senior management of the organization
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| 1. **KEY PERFORMANCE INDICATORS**
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| **Measurable Deliverables**  | * % reduction in HR Ops related escalation / seamless employee experience
* % adherence to HR Policies & Processes
* Accuracy of database
* Attrition %
* Effectiveness of On-boarding and Induction
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| **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** |
| **Minimum Qualifications** | MBA HR |
| **Specific experience** | Business Acumen, People Connect, Database Management |
| **Overall experience** | 6 to 8 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
 | Employee Branding |
| * 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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# To know more about **Vision India Services,** visit us at [www.vispl.co.in](http://www.vispl.co.in)

# [www.justjob.co.in](http://www.justjob.co.in) [www.liveskills.in](http://www.liveskills.in)

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