|  |
| --- |
| **JOB DESCRIPTION** |
| **I. JOB DETAILS** |
| **Job Title** | **Executive/ Sr. Executive – HR Ops** |
| **Function** | Human Resources | **Location** |  Chennai |
| **Direct Reporting to:** |  DGM HR Ops | **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 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. |
| **II. JOB PURPOSE** |
| Incumbent will be responsible to managing HR activity for our client (Schneider Electric – [www.se.com](file:///C%3A%5CUsers%5CMegha%5CDownloads%5Cwww.se.com)), right from hiring processes and managing employee life cycle till exit for that particular account.  |
| **III. KEY RESPONSIBILITIES** |
| * 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
* Talent Acquisition
	+ Managing TA process including sourcing, interviewing, hiring and on-boarding (When required)
* Grievance Management & Reduce Attrition
	+ Connect with Employees at regular Intervals and Resolve their Grievance
	+ Employee Engagement and Fun Initiatives with support of client
* 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
* 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** | * % 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
 |
| **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** |
| **Minimum Qualifications** | MBA HR |
| **Specific experience** | Business Acumen, Good Communication Skill written & Verbal |
| **Overall experience** | 1 to 3 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 |
|  |  |
|  |

To know more about **Vision India Services,** visit us at [www.vispl.co.in](http://www.vispl.co.in/)

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

To find out latest updates about us, please click to visit any of the social media links below:

