

JOB DESCRIPTION

I. JOB DETAILS

| | | | |
|------------------------------------|---|-----------------------------|----------|
| Job Title | Sr. Manager – Human Resources (Ops) | | |
| Function | Human Resources | Location | Noida |
| Direct Reporting to: | Director - Human Resources | Matrix Reporting to: | |
| Staff Supervised | Direct Reports: 9 | Matrix Reports: | 3 |
| Job Titles of DirectReports | Recruiters & Business HR | | |

Brief Introduction: Vision India is a Business Conglomerate having three business verticals - Staffing, Rural BPO & 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 INR 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 2021-22 as well as strong fundamentals on staffing side.

II. JOB PURPOSE

The role holder will be responsible to manage HR Operations of employees deployed across industries & locations.

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 talent acquisition.

III. KEY RESPONSIBILITIES

Talent Acquisition;

- Sourcing the candidates from various sources like ; Field Sourcing, Campus hiring, Social media, references, Job Portals and likes
- Placement of Candidates Skilled with Vision India

HR Operations; •

- ✓ Drive success of the people processes including onboarding, Induction, Target setting, Performance management, Variable pay, Reward & Recognition, Learning & development and other life cycle management policies.
- ✓ Retention & Relationship Management with internal & External Stakeholders
- ✓ **Statutory Compliance Management**
- ✓ Grievance handling MIS & Reporting
- ✓ Undertake benchmarking exercises to align talent practices with the best practices in the industry.
- ✓ Own the employee communication, online & offline to positively impact the employee engagement & employer branding.
- ✓ Deliver a consistent VI employee experience across all units and locations of the company, through the creation of strong HR processes and governance
- ✓ Be a strategic advisor to the Leadership Team on all aspects of people management; work closely with the Directors to help the top leadership team integrate and function effectively as a collective management team
- ✓ Maintains, Updates and Shares periodical dashboard & MIS reports as per requirement

Management

- ✓ Ensure adherence to budgets
- ✓ Ensure timely goal setting, monitoring, review of performance parameters and feedback to the team members

| IV. KEY PERFORMANCE INDICATORS | |
|---|--|
| Measurable Deliverables | <ul style="list-style-type: none"> ✓ % reduction in average time required to fill vacancies ✓ Attrition - % of employees leaving the organization in less than 1 year (regretted turnover) ✓ Number of best practices executed & institutionalized, In time. ✓ Employee Satisfaction – E-Sat score ✓ Automation Projects ✓ Employer & External Branding - % of job offers rejected by candidates |
| V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE | |
| Minimum Qualifications | MBA in Human Resources. |
| Specific experience | Leadership role years in a fast-paced company for about 3 years handling bulk talent acquisition across the organization & in-depth understanding of HR Ops especially the statutory compliance management. |
| Overall experience Target Companies | 8 to 10 years, primarily in Manufacturing / Staffing companies. |
| VI. KEY INTERACTIONS | |
| Key Internal Contacts | Nature or purpose of interaction |
| • Business / Function Heads | Understand HR Ops & calibrate in the dynamic eco system. |
| • Corporate IT Software Team | Automation / Digital initiatives |
| • Marketing | Employer Branding / relationship building with clients |
| • Accounts | Costs & MIS |
| 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