|  |
| --- |
| **JOB DESCRIPTION** |
| **I. JOB DETAILS** |
| **Job Title** | **Exe – Human Resources** |
| **Function** | Human Resources | **Location** |  Noida |
| **Direct Reporting to:** | Sr. Manager - HR | **Matrix Reporting to:** | 0 |
| **Staff Supervised** | **Direct Reports:** 0 | **Matrix Reports:** | **0** |
| **Job Titles of Direct Reports** | NA |
| 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 18001Certifications 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 2021-22 as well as strong fundamentals on staffing side. |
| **II. JOB PURPOSE** |
| The role holder will be responsible to hiring candidates for various open positions, Manage Employee Life Cycle Management right from on-boarding, payroll, productivity, reward till exit through an efficient and effective HR OPs strategy & systems, in alignment with the business strategy, functional demands and the organization’s overall HR Philosophy.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 HR Operations. |
| **III. KEY RESPONSIBILITIES** |
| Operational;* Sourcing and closing the open positions
* Placement of skilled candidates
* On-boarding of candidates – handholding, feedback
* Payroll management
* Statutory complacence – HR related
* Mediclaim management
* Exit management
* Maintains, Updates and Shares periodical dashboard & MIS reports as per requirement
* Creating, Maintaining, Updating & Sharing HR meetings Minutes of Meeting (MOM) and ensure all points are closed as discussed in the meeting
* Responsible to make business by adding on the clients for the business.

Financial* Ensure adherence to Business Acquisition & HR Ops budgets
* Ensure adherence to policies and processes
 |
| **IV.** |
|  | Only Male candidate is prefered |
| **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** |
| **Minimum Qualifications** | MBA in Human Resources with 2-4 years of experience. |
|  |  |
|  |  |



|  |  |
| --- | --- |
|  |  |
| **VI. KEY INTERACTIONS** |
| **Key Internal Contacts** | **Nature or purpose of interaction** |
| * Business / Function Heads
 | Understand Business Acquisition& HR OPS requirements & calibrate in the dynamic eco system. |
| * Corporate IT Software Team
 | Automation / Digital initiatives |
| * Marketing
 | Employer Branding |
| * Accounts
 | Costs & MIS |
| * **Key External Contacts**
 | **Nature or purpose of interaction** |
| * Clients
 | Connect & engage for calibration of the requirements |
|  |  |
|  |