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| **JOB DESCRIPTION** |
| 1. **Position Details**
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| **Job Title** | **Executive – Human Resources**  |
| **Function** | Human Resources  | **Location** | Gurgaon / Noida |
| **Direct Reporting to:** | Manager–Human Resources  | **Matrix Reporting**  | HR & Business Team |
| 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 INR 170 Crore of Revenue for the year 2021-22. Recording a CAGR of 20% over the last five years, it is 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. **PURPOSE**
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| The role holder will be responsible to own up his individual & professional roadmap in Human Resources, learn the aspects of Human Resource management including Talent Acquisition, Life cycle management.  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 Mass hiring & HR Operations management.**The role also requires mass outreach initiative with institutions & job seekers through physical as well as virtual mode – calling as well as Video interaction**

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| 1. **KEY RESPONSIBILITIES**
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| **Talent Acquisition** * Learn & Preparation of Job Description & hiring the best FIT
* Learn to arrange jobs into job families and mapping with skills
* Learn & contribute in automation of manual processes to improve efficiency of operations
* Continuously identify potential sources and methods of sourcing
* Learn to Drive employee referral and internal job posting processes in line with manpower budgets
* Visiting ITI/ Diploma / Collage Campus across the state build relationship & Source candidates for the job role assigned
* Sourcing candidate from job portal www.justjob.co.in, screening them & lining up interviews with respective stakeholders
* Closure, MIS & Reporting

**Human Resources Operations** * On-boarding of candidates – joining. Induction and handholding
* HRMIS update / real-time change in in-house software
* HRIS training, operational issues handling, HRIS induction
* Payroll management including attendance & leave management
* Reimbursement management
* Medi-claim management
* Exit management
* Grievance handling

 **MIS & Reporting*** 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
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| **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** |
| **Minimum Qualifications** | BBA / MBA in Human Resources  |
| **Language**  | English & Hindi |
| **VI. KEY INTERACTIONS**  |
| **Key Internal Contacts**  | **Nature or purpose of interaction** |
| * Business / Function Heads
 | Understand Business Acquisition& Capability building 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 |

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