

JOB DESCRIPTION			
I. Internship Details			
Job Title	Intern – Human Resources – Training & Development (Paid)		
Function	Human Resources	Location	Noida
Direct Reporting to:	Head Talent Acquisition	Matrix Reporting to:	HR Ops Team
<p>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.</p> <p>It has been growing top line consistently over the last many years. It stands proudly at Rs. 170 Crore of Revenue for the year 2021-22. Recording growths close to 50% YoY over the last couple of years. Its 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.</p>			
II. PURPOSE			
<p>The role holder will be responsible to learn & identify, select, Map and retain talent in the organization through an efficient and effective Talent acquisition strategy & systems, in alignment with the business strategy, functional demands and the organization's overall HR Philosophy.</p> <p>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 Training & Development.</p>			
III. KEY RESPONSIBILITIES			
<ul style="list-style-type: none"> ✓ Develop and implement a framework for Training Need Identification through job analysis, individual development plans from performance appraisals and regular consultation with business managers ✓ Execute & Drive training programs based on the training calendar for the organization and ensure timely delivery to meet the business needs. ✓ Design and develop training materials for in-house courses & deliver the same to the targeted audience online / on site. ✓ Monitor and review the progress of trainees by using tools viz. questionnaires and by having discussions with line managers and functional heads to ensure that training programs result in performance improvement ✓ Design the Video contents for various workforce training in class room and on the job / experience labs ✓ Closure, MIS & Reporting 			
V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE			
Minimum Qualifications	Pursuing BBA / MBA in Human Resources		
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		

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