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| **JOB DESCRIPTION** |
| 1. **JOB DETAILS**
 |
| **Job Title** | **Manager - Human Resources** |
| **Function** | Human Resources | **Location** | Noida |
| **Direct Reporting to:** | Director Human Resources | **Matrix Reporting to:** | CEO |
| **Staff Supervised** | **Direct Reports:** 2 | **Matrix Reports:** | **NA** |
| **Job Titles of Direct Reports** | NA |
| **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. 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. |
| 1. **JOB PURPOSE**
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| Responsibilities includes Talent Management through performance & productivity besides capability building and Talent Acquisition.

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| 1. **KEY RESPONSIBILITIES**
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| 1. Performance & productivity Management
2. Productivity based manpower dimensioning
3. Setting and operationalizing Key Performance Indicators for employees
4. Periodic performance reviews
5. Designing and implementing Pay for Performance Plan
6. Compensation benchmarking as per industry
7. Training & Development
8. Training Need Identification
9. Designing & Implementing training calendar
10. Tracking of training effectiveness
11. Designing & implementing return on investing on Training & Development
12. Talent Acquisition
13. Managing TA process including sourcing, interviewing till offer
14. Implementation of Industry Best Practices – Setting & replicating.
15. Periodic reporting & interaction with the senior management of the organization
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| 1. **KEY PERFORMANCE INDICATORS**
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| **Measurable Deliverables**  | * % increase in productivity
* Performance Enabling Culture - Score
* % increase in Return of Investment on Capability Building
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| **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** |
| **Minimum Qualifications** | MBA HR |
| **Specific experience** | Sharp understanding of Talent Management, Business Acumen, Agile and Passionate  |
| **Overall experience** | 6 to 8 Years |
| **Target Companies** |  |
| **VI. KEY INTERACTIONS**  |
| **Key Internal Contacts**  | **Nature or purpose of interaction** |
| * Business / Function Heads
 | Understand of Talent Management and Talent Transformation & calibrate within the dynamic eco system. |
| * Corporate IT Software Team
 | Automation / Digital initiatives |
| * Digital Marketing
 | Employer Branding |
| * **Key External Contacts**
 | **Nature or purpose of interaction** |
| * Clients
 | Connect & engage for calibration of the requirements |

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

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

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