

JOB DESCRIPTION			
I. JOB DETAILS			
Job Title	SR. Executive/Assistant Manager		
Function	Staffing Operations	Location	Noida
Direct Reporting to:	Kunal Kishor	Matrix Reporting to:	NA
Staff Supervised	Direct Reports: NA	Matrix Reports:	1
Job Titles of Direct Reports	NA		
<p>Brief Introduction: Vision India is a Business Conglomerate having three business verticals - Staffing, Skilling & E-learning. 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, ISO 26000 and OHSAS 18001 Certifications and sustain unwavering focus on delivering quality services to our Clients enabling them to achieve Business Goals with cost efficacy.</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 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 & Skilling side.</p>			
II. JOB PURPOSE			
<p>The role holder will be responsible for managing staffing operations involving overseeing and coordinating the various activities and processes related to staffing within an organization. It will include developing and implementing staffing strategy aligned with the organization's goals and workforce needs. The role incumbent would be responsible for analyzing future staffing requirements, forecasting talent needs, and creating plans to attract and retain qualified employees.</p>			
III. KEY RESPONSIBILITIES			
<ul style="list-style-type: none"> • Manage the MIS reports and analytics of staffing • Coordinate the Opening vs line up till joining across the client • HRMIS • Coordinate with Business HRs for reports and daily associate attendance. • Escalation of associates • Client grievances and requirements • Monthly Business HR performance tracking • Trackers maintenance 			
IV. KEY PERFORMANCE INDICATORS			
Measurable Deliverables	<ul style="list-style-type: none"> ✓ Management of MIS reports ✓ Client handling ✓ Trackers maintenance 		
V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE			
Minimum Qualifications	MBA or any Graduate		
Specific experience	Min 4 to 6 years of relevant experience		

VI. KEY INTERACTIONS

Key Internal Contacts	Nature or purpose of interaction
<ul style="list-style-type: none">Business HR	- Reports, daily coordination, performance tracking

To know more about **Vision India**, visit us at www.vispl.co.in; www.visionjons.in www.likeskills.in



