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Offices 501-530, 5th Floor, Sohrab Hall, Pune 411001

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Job Title: HR Manager

Job Description:

As an HR Manager, you will be a key player in fostering a positive and productive work environment by overseeing various aspects of human resources functions. Your role will involve developing and implementing HR policies, managing employee relations, and contributing to the overall success of the organization's human capital strategy.

Key Responsibilities:

Strategic HR Planning: Develop, implement, and oversee HR strategies aligned with the organization's overall goals and objectives.

Recruitment and Staffing: Manage the end-to-end recruitment process, including job postings, candidate sourcing, interviewing, and onboarding. Ensure the organization attracts and retains top talent.

Employee Relations: Foster positive employee relations by addressing concerns, resolving conflicts, and promoting a healthy work culture. Implement and enforce HR policies consistently.

Performance Management: Oversee performance appraisal processes, providing guidance to managers and employees on goal-setting, feedback, and development plans.

Training and Development: Identify training needs, coordinate training programs, and facilitate professional development opportunities to enhance employee skills and knowledge.

Compensation and Benefits: Administer compensation and benefits programs, ensuring they remain competitive and compliant with relevant regulations.

Compliance: Stay informed about labor laws and regulations, ensuring the organization's compliance with employment laws and regulations.

Employee Engagement: Implement initiatives to enhance employee engagement, satisfaction, and retention. Organize events and activities to promote a positive work culture.

HR Analytics: Utilize HR data and analytics to make informed decisions and recommendations related to workforce planning, performance, and other HR metrics.

Employee Policies and Handbook: Develop, update, and communicate HR policies and procedures. Ensure that the employee handbook reflects current best practices and legal requirements.

Conflict Resolution: Mediate and resolve employee relations issues, conducting thorough investigations when necessary.

Succession Planning: Work with leadership to identify key positions and develop plans for succession and talent development.

Qualifications and Skills:

Educational Background: Bachelor's degree in Human Resources, Business Administration, or a related field. HR certification (e.g., SHRM, HRCI) is a plus.

Experience: Proven experience as an HR Manager or in a similar HR leadership role. Familiarity with current HR trends, practices, and legal requirements.

Communication Skills: Excellent communication and interpersonal skills to interact effectively with employees at all levels.

Problem-Solving: Strong problem-solving and decision-making skills, with the ability to address complex HR issues.

Confidentiality: Maintain a high level of confidentiality and professionalism in handling sensitive HR information.

Technology Proficiency: Familiarity with HRIS (Human Resources Information System) and other HR-related software.

Leadership: Strong leadership skills with the ability to lead and motivate HR teams.

If you are a seasoned HR professional with a strategic mindset, excellent communication skills, and a passion for fostering a positive workplace culture, we invite you to join our team as an HR Manager and contribute to the success of our organization.

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