

JOB DESCRIPTION

ROLE: Sr. Executive - HR

SALARY: Negotiable

REPORTS TO: Manager - HR

WORKING HOURS: Monday to Friday, 08:30am to 05:30pm UK Timings

We are now recruiting for a passionate, committed and driven Senior Executive Human Resources who is motivated by challenges. You will be part of dynamic set up reporting to Human Resource Manager in India. If you are looking for a career in a professional fast moving company, please apply.

PRIMARY RESPONSIBILITIES:

- Responsible to solve employees queries in professional manner.
- Focused on Recruitment, Induction and Immigration.
- Liaison with Government Authorities like PF, PT, ESIC, etc.

SECONDARY RESPONSIBILITIES:

Employee Relations

- Dealing with employee related queries via phone and emails in a professional manner.
- Assisting in the Disciplinary and Grievances procedures.
- Sending letters and writing minutes in a timely manner.
- Conducting exit interviews.
- Assisting in writing policies and procedures for the company.

Recruitment and Selection

- Use social media to brand B&S Group.
- Proactively searches and gains network for critical roles.
- Manages database of key roles in UK and India.
- Checking and maintaining Recruitment Authorisation Forms.
- Advertising and sourcing on job portals.
- Prepare and check Job Descriptions.
- Advertising on Naukri, Company Website and LinkedIn.
- Maintaining the HR inbox.
- Pre-screening potential candidates.
- Arranging interviews via telephone.
- Sending Email confirmations.
- Carry out interviews and tasting.
- Negotiating offers.
- Conducting employment checks.

Other responsibilities

- Keeping up to date with Legislations and external factors which may affect the business.
- Checking and maintain HR database and employee records.
- Carrying out the leavers process.
- Liaising with HR Manager for employment related matters.
- Any other duties as required.

ESSENTIAL EXPERIENCE:

- Essential 3-5 years' previous work experience in same field.
- Required Masters in Human Resource Management.
- Clear speaking and written communication skills.
- Team player.
- Ability to use own initiative.
- Competent in MS Office.

Cab service available for Female candidates (Pickup & Drop).