

## JOB DESCRIPTION

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**ROLE:** Asst. Manager - HR

**SALARY:** Negotiable

**REPORTS TO:** Manager - HR

**JOB TIMINGS:** Monday to Friday, 08:30am to 05:30pm UK Timings

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With the fast paced nature of the business we are now looking for Assistant Manager Human Resources, to support and look after HR team members. You will be assisting the company in getting the best results out of manpower through strategies and initiatives.

### **PRIMARY RESPONSIBILITIES:**

Reporting to HR Manager based in India, this role is responsible in supporting and developing HR team members in India. You will be providing support to the Assistant General Manager and HR Manager.

### **RESPONSIBILITIES INCLUDE:**

#### **Recruitment and Selection**

- Prepare Job Descriptions.
- Advertising on job portals.
- Short-listing suitable candidates.
- Pre-screening potential candidates.
- Benchmarking roles in the market.
- Arranging and conducting interviews when required.
- Advising and coaching Managers on Recruitment and Selection.
- Carrying out Induction for new joiners.

#### **Employment Relations**

- Drafting policies, procedures and strategies for the efficiency and growth of the organisation.
- Effectively managing conflict.
- Carrying out investigations and carrying out Disciplinary and Grievances procedures.
- Choosing the best medium for exit strategies.

#### **Performance Management**

- Assisting Team Leaders/Managers with conducting appraisals.
- Coaching and mentoring all levels within the company.

#### **Training & Development**

- Identifying training needs of the employees in consultation with the Managers.
- Preparation of Training Calendar and coordinating with Internal and External Training Programs based on training needs identification.
- Organise/Coordinate Classroom or external trainings pertaining to soft-skills in order to develop competencies to meet business needs.

**Payroll**

- Time Management.
- Leaves Management.
- Look after legal compliances.

**Team Management**

- Carrying out one to ones.
- Coaching and mentoring HR team members.

**Other responsibilities**

- Assisting HR Manager with growth projects.
- Assisting the UK office with Immigration matters.
- Continually review processes and procedures to become leaner and efficient.
- Keeping up to date with legislations and external factors which may affect the business.
- Flexible to cover annual leave.
- Any other duties as and when required.

**ESSENTIAL EXPERIENCE:**

- 7-9 years' previous experience in a similar role is required.
- Qualified Masters in Human Resource from recognized university.
- Knowledge of Employment Law is essential.
- Clear speaking, listening and written English communication skills.
- Ability to use own initiative.
- Ability to adapt to change in a fast paced environment.
- Ability to problem solve.
- Ability to meet tight deadlines.
- Ability to effectively deal with conflict.
- Ability to multi-task and stay organized.
- High attention to detail.
- Ability to stay calm under pressure.
- Ability to work in a team.
- Competent in MS Office.

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