

JOB DESCRIPTION

ROLE: Human Resources Manager

SALARY: Negotiable

REPORTS TO: Group Head HR based in UK

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

PRIMARY RESPONSIBILITIES

Reporting into the Group Head HR based in UK, this role is responsible in managing a team of HR professionals in India. Person will be providing support to the Assistant General Manager and Management.

RESPONSIBILITIES INCLUDE:

Recruitment and Selection

- Prepare Job Descriptions.
- Advertising on job portals.
- Short-listing suitable candidates.
- Pre-screening potential candidates.
- 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 organization.
- Effectively managing conflict.
- Carrying out investigations, 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.
- Liaison with Government Authorities like PF, ESIC, Employment Exchange, etc.

Team Management

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

Other responsibilities

- Assisting the Group Head HR with growth projects.
- 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

- Previous 9-12 years' experience in a similar role is required.
- Masters in HR/ MBA HR/ MSW/ MHRM.
- 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.
- Competent in using Internet Explorer.

Salary would not be a constraint for the right candidate.

Job Timings: Monday to Friday 40 hours a week to suit UK working timings,
from March to October India timing is 13:00 to 22:00 this changes to 14:00 to 23:00 in October until March.

Cab service available for Female candidates (Pickup & Drop)

* Interested candidates can apply by sending updated resume on E-mail id.: hr@bnscolorama.co.uk