

## JOB DESCRIPTION

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**ROLE:** Human Resources Executive

**SALARY AND BENEFITS:** Negotiable

**REPORTS TO:** Group HR Officer

**WORKING HOURS:** Monday to Friday, 13:00 to 22:00 (comply with UK working hours), occasional Saturdays for training (Indian timing)

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

### PRIMARY RESPONSIBILITIES

To be the first point of contact for any HR related queries and to deal with them in a professional and effective manner.

### 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.
- Benchmarking roles in the market.
- Proactively searches and gains network for critical roles.
- Manages database of key roles in UK and India.
- Checking Recruitment Authorisation Forms.
- Advertising and sourcing on job portals.
- Prepare and check Job Descriptions.
- Advertising on Monster, 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.
- Writing Contracts.
- Carrying out Induction.

#### Other responsibilities

- Assisting the UK office with Immigration matters.
- Keeping up to date with Legislations and external factors which may affect the business.
- Maintain HR database and employee records.
- Carrying out the leavers process.
- Liaising with the UK branch with employment related matters.
- Any other duties as required.

### ESSENTIAL EXPERIENCE

- Previous experience necessary.
- MBA Qualified.
- Clear speaking and written communication skills.
- Team player.
- Ability to use own initiative.
- Competent in MS Office.