

**Position: Assistant Manager – Human Resources**

**Number of Positions:** 1

**Location:** Mumbai

**Purpose of the Role:** The key focus areas for the role include talent acquisition and streamlining the human resource operations in Bright Future.

**RESPONSIBILITIES:**

- Sourcing from various recruitment channels and post jobs in various portals, websites, social media etc.
- Screening of profiles
- Conducting basic telephonic round of interview to check the basic communication skills and other details
- Scheduling interviews and coordinate with department heads/managers
- Maintaining recruitment tracker
- Preparing and presenting reports to the HR Head
- Coordinating for the on-boarding process by following up with the candidate for joining date etc.
- Induction coordination
- Monitor HR operations which includes database management, coordinating with software vendor
- Grievances handling
- Manage employee engagement activities

**REQUIRED QUALIFICATIONS, EXPERIENCE: :**

MBA/PG in Human Resource Management with min 2 years' experience or Graduate in Management with 4 years of experience