

JOB TITLE: Manager - Human Resources

LOCATION: MUMBAI

DESCRIPTION: Bright Future has aggressive plans for growth and a key component of this growth is attracting the right talent across levels and enabling them to succeed in the organization. This role supports delivery of the Bright Future business strategy by supporting the HR head in various human resource activities like Talent Acquisition & Retention, Performance Management, Learning and Development and HR Statutory Compliances. The main focus of this role would be to manage hiring for all the roles in Bright Future.

Responsibilities:

Lead the full cycle of recruitment and selection

- > Work with the HR and business teams to determine current staffing needs and produce forecasts
- > Develop talent acquisition strategies and hiring plans to meet the staffing needs. Work with internal teams such as communications and operations .
- > Gather recruitment requirements and process as per the recruitment guidelines. Create questionnaires for the new position and update the same in the Zoho form. Manage the sourcing process to ensure candidate pipeline for identified positions. Post jobs in various platforms (paid and free) and source candidates. Sourcing potential candidates through online channels (e.g. databases, social platforms, professional networks or any other platforms possible as per the industry trends). Build networks with colleges, NGOs and other resources. Coordinate with recruitment agencies whenever required to source appropriate candidates for the open positions as well as get access to available recruitment databases.
- > Plan and conduct recruitment and selection processes (interviews, screening calls etc.). Personally manage the recruitment process such as reaching out to candidates, screening and shortlisting (telephonic or face to face), background checks, interview process by working with the managers, offer management, salary negotiations and onboarding of selected candidates
- > Implement processes to ensure positive candidate experience. Keep the recruitment database and trackers updated for current and future requirements
- > Roll out offers to selected candidates after negotiation basis candidate expectations, Bright Future Guidelines and compliance requirements
- > Manage recruitment initiatives such as recruitment drives, internal employee referrals etc. and assist in hiring for niche or leadership roles

New Joinee Induction and Onboarding Process

- Conduct 30-60-90 day checks for new joinees to support their settling in the organization and support in retention

Lead the Employment Branding and Employee Value Proposition Strategy for Bright Future and support in the Social Media Activities

- Work on the design and implementation of the organizations Employment Branding strategy and implementation of the organizations Employee Value Proposition (EVP)
- Ensuring that the EVP is relevant for the new joinees and for different talent groups and take steps to ensure outreach among employees, managers and leaders
- Work with the communications and marketing team on effectively leveraging social media for company visibility and branding and for utilization as a channel for recruitment and advertising
- Manage different Employment Branding Initiatives for both external candidates and internal employees such events, celebrations, career fairs etc.

Payroll Management

- Manage the daily attendance through HRMIS, Check leaves and other important information related to salary processes and process timely monthly salaries with no errors.

Performance Review

- Support the programme teams in performance management process and be the HR representative of the process. Once the PMS is completed, collect the individual development plans with the coordination of programme teams and help in individual development plans.

HR Operations

- Monitor for adherence of timely HR activities of the department from recruitment to employee exit
- Monitor HR budgets, compensations
- Monitor and ensure the timely confirmation process
- Ensure the maintenance of the personal files of the employees
- Manage staff issues (e.g. disciplinary, grievance) in line with the HR policy and labour laws
- Counsel employees as and when required
- Ensure that the statutory compliances are monitored and managed on time
- Coordination with the vendors which includes recruitment partners and HRIS vendors.

- > Manage internal communications through email and work with communications team on newsletters, brochures etc.
- > Ensure for the efficient & effective human resource management systems that support the design and implementation of quality programming without compromising compliance.
- > Plan, Decide and coordinate for employee insurance and other benefits of the employees
- > Manage statutory audits such as PF audits and other potential audits like ESIC, Maternity Benefits etc.
- > Ensure for the timely MIS for management submission
- > Design an engagement plan and Carry out employee engagement activities
- > Coordinate with HR software vendor for customisation of the software and for other technical queries"

Training and Development

- > Coordinate/develop annual training plans and training calendars for the employees.
- > Maintain employee training documentations and review and give feedback
- > Induct, coach, and mentor new Team Members.
- > Coordinate with Volunteers and other agencies for employee training needs
- > Review the trainings effectiveness and outcomes at work of each departments.
- > Different tools such as Kirkpatrick's 4 level are used"

Assist HR Head in various organisational initiatives

- > Assist HR Head in employee engagement activities, grievance handling, HR operation related tasks or any other tasks assigned

Major interactions

- > Function Heads: For capturing recruitment needs and JD requirements Managers: For the overall recruitment process
- > External vendors (such as recruitment agencies): For sourcing candidates and for management of interview processes
- > Candidates: For providing a comfortable and transparent recruitment experience and maintenance of good relations with external talent pool
- > All Employees: For internal branding and processes like job referrals"

COMPENSATION: Best in the Industry

REQUIRED QUALIFICATIONS AND EXPERIENCE:

Qualifications: MBA/PG in Human Resource Management

Years of Experience: 5 - 8 years of experience in HR with at least 1-2 years experience as Manager HR. Knowledge of NGO or Social Sector work would be preferred but is not mandatory

REQUIRED KNOWLEDGE:

- > Understanding entire gamut of Human Resource Management
- > Knowledge of relevant job market and nature of jobs
- > Understanding of different channels and strategies of recruitment and how to effectively leverage them. Some channels include Naukri, LinkedIn, Paper and Online Advertisements etc.
- > Understanding of best practices and proven methods to engage employees, manage their performance and deal with employee greivances
- > Understanding of Payroll management, Statutory compliances etc

REQUIRED SKILLS

- > Business Acumen- understanding of the social sector/ development industry and employee segments within it
- > Effective Communication
- > Relationship Management
- > Negotiation
- > Good Observation skills and Attention to detail
- > Excellent listening skills
- > Social Media and Recruitment Platforms Management
- > Time Management