

## **Post: HR Head**

### **Qualifications & Skills required**

- Master's degree in human resources, business administration or relevant field
- Proven experience as HR Head
- Full understanding of the way an organization operates to meet its objectives
- Excellent knowledge of employment legislation and regulations
- Thorough knowledge of human resource management principles and best practices
- Knowledge of data analysis and reporting
- Excellent organizational and leadership skills
- Outstanding communication and interpersonal skills
- Diligent and firm with high ethical standards

### **Job Description**

1. Having hands on Experience handling end to end recruitment
2. Responsible for sourcing candidates as and when the requirement arises.
3. Responsible for Manpower Planning
4. Ensure proper induction of new joiners' documentation and maintenance of personal file.
5. Plan and implement employee engagement activities.
6. Handling biometric registrations portal
7. Conducting Back Ground Verifications for employees
8. HR Operations- Attendance, Payroll, Leave Balance, Performance Appraisal & Exit formalities.
9. Good in excel & related formulas.
10. Implement performance review procedures (e.g. quarterly/annual and 360° evaluations)

11. Develop fair HR policies and ensure employees understand and comply with them
12. Implement effective sourcing, screening and interviewing techniques
13. Assess training needs and coordinate learning and development initiatives for all employees
14. Manage employees' grievances
15. Oversee daily operations of the HR department