Job Description | HR Manager

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| ***HR Operations*** |
| ***Description*** | The human resource manager is directly responsible for the overall administration, coordination and evaluation of the human resource function.  The candidate will take ownership of all HR matters across the company from recruitment to performance reviews, trainings, formulating policies and procedures, disciplinary actions, learning and development. To perform well in this role, the candidate should have experience as a HR Manager, or other senior roles in the HR team, and knowledge around all requirements in this role.  The position is @ ESQ Noida office. |
| ***Education*** | MBA in HR from a reputed institute |
| ***Experience*** | 5 – 10 years |
| ***Age*** | 25-35 years |
| ***Passport*** | Mandatory |
| ***Required Skills*** | * Experience in human resources or related field. * A proven track record with sourcing, recruiting and closing extraordinary talent * Strong program management skills * Ability to maintain positive relationships with colleagues. * Experience in educating and coaching staff. * Experience in conflict resolution, disciplinary processes and workplace investigations. * Experience in following & maintaining workplace privacy. * Ability to give presentations. * Competency in Microsoft applications including Word, Excel, Powerpoint, and Outlook. |
| ***Key Responsibilities*** | * Consistently recruiting an excellent staff. * Define consistent data-driven hiring metrics and goals * Maintaining a smooth onboarding process. * Training, counseling and coaching ESQ staff. * Resolving conflicts through positive and professional mediation. * Carrying out necessary administrative duties. * Conducting performance, KRA and financial reviews. * Developing clear policies and ensuring policy awareness. * Passionately drive results by thinking and acting quickly to ensure the long-term best interest of company objectives * Stay connected to the competitive landscape, including trends in tech recruiting and compensation * Creating clear and concise reports. * Giving helpful and engaging presentations. * Handling workplace investigations, disciplinary and termination procedures. * Maintaining employee and workplace privacy. |
| ***Shifts*** | * No |