

Business Unit	KHUSHII
Department	HR
Designation	Executive-HR
Grade	L-1
Location	Head Office
Reporting Relationship	Consultant-HR
Purpose of the Role :	HR Generalist with 1 or 2 years of experience

Key Result Areas

1. Talent Acquisition

- Manage all recruitment needs for the organization across locations, including implementing and continually developing a robust recruitment process.
- Overseeing the day to day management of the recruitment process, including creating & reviewing job descriptions, website advertising, updating of the company resource plan, sifting and selection of CV's, attending interviews and selecting candidates
- Creating and continually improving offer letters and contracts of employment, whilst managing the timely distribution of such documents.
- Ensuring all relevant ID, certificates and employee documents are received on or before 1st day of employment.

2. Training and Development

- Facilitate & implement training & development programs in accordance with the organizational needs.
- Organize training programmes and interface with internal and external faculties.

3. Employee Engagement & Motivational Program

- To Organize & conduct HR Events and Employee Engagement activities
- Conducting Annual Employee Engagement survey

4. Grievance Handling

- To highlight and help resolve any issues/challenges/employee relations within the office with proactive approach with proper Grievance Redressed system

5. Implementation of HR Policies & HR Operations

- Managing HR operational activities on regular basis and other related HR activities as and when required.
- Preparing and designing all the HR policies applicable in the organization.

6. Statutory Compliances

- Ensure all the statutory payments of PF,ESIC and other labor laws are submitted as per the govt. guidelines.
- Maintain a tracker of all the statutory compliances as applicable.

Interested candidates may send their resume at hr@khushii.org

