

Position Title	HR Manager
Organisation	Masoom
Reporting to	CEO
Location	Mumbai office

Key Roles and Responsibilities:

Recruitment	<ul style="list-style-type: none"> • Planning the hiring process, creating JDs as per the organizational requirements. • Sourcing and screening of candidates and conducting/organizing interviews for open positions. • Maintaining a recruitment database and fulfilling all the documentation and co-ordination work. • Undertaking an induction program for the new joined staff.
Attendance and Employee Data Management	<ul style="list-style-type: none"> • Maintaining organogram and files of all employees. • Maintaining employee leave records and creating a process that enables verifying attendance data on a monthly basis.
Performance Reviews	<ul style="list-style-type: none"> • Maintaining KRAs of all employees. • Conducting and organizing quarterly performance reviews on the KRAs with all employees. • Undertaking skills assessments as per requirement. • Ensuring and monitoring that the action plans post the reviews are undertaken.
Employee Development and Training	<ul style="list-style-type: none"> • Identifying the training needs for all employees based on the KRA and skill assessment. • Creating a training calendar and arranging for training sessions for employees. • Communicate with trainers for training sessions.
Employee Engagement	<ul style="list-style-type: none"> • Managing and designing different ways of employee appreciation and recognition. • Conducting team-bonding activities. • Creating an employee grievances redressal process and implementing the same at an organization level and resolving the issues in a timely manner.
Other Functions	<ul style="list-style-type: none"> • To ensure compliance to the HR Policy and guidelines by all employees and taking necessary action when required. • Volunteer/Interns management – Hiring of the interns/volunteers and co-ordination for recruiting them. • Support to CEO office for co-ordination between departments.

Job Description



Required Skills & Competencies	<ul style="list-style-type: none">• Excellent Communication Skills (verbal and written)• Excellent People Skills and inter-personal skills• Problem Solving - Ability to resolve conflicts• Good Documentation Skills• Process oriented• Time Management• Good HR Knowledge of laws, compliances and policies
Qualification	Graduate or a Post Graduate or a Masters in Management (HR)
Experience	A minimum of 3-4 years of relevant experience