

ASSISTANT MANAGER – HR - (Full Time Role)
Mumbai, India

ABOUT UNITILE:

Unitile is India's No.1 raised access floor brand and is awarded the prestigious rising brand of Asia in 2021.

We have helped 15,000 + businesses embrace change by creating future-ready workspaces with our intelligent access flooring and data center solutions. Keeping sustainability and innovation as the core of our manufacturing efforts, we use state of the art machinery and automation to increase our global footprint and redefine flooring technology.

Our team has young and dynamic leaders who are building a future of shared success as we work towards our vision of becoming the world leader in raised access floor systems.

JOB SUMMARY:

As the Assistant Manager of Human Resources, you will play a crucial role in ensuring the smooth functioning of HR operations and support the HR Manager in various HR functions. Your responsibilities will encompass onboarding, induction, offer management for contract employees, training and development, employee branding and communication, employee benefits, employee welfare, employee engagement, employee experience, exit interviews, rewards and recognition, HR policies and best practices implementation, and driving new HR initiatives.

KEY RESPONSIBILITIES:

ONBOARDING AND INDUCTION:

- Coordinate the onboarding process for new employees.
- Conduct orientation and induction programs to familiarize new hires with the company culture, policies, and procedures.
- Updating the induction program regularly.

OFFER MANAGEMENT FOR CONTRACT EMPLOYEES:

- Manage the contract employee hiring process, including offer letters, contract renewals, and terminations.
- Ensure compliance with relevant labor laws and regulations.

TRAINING AND DEVELOPMENT:

- Identify training needs and design training programs to enhance employee skills and knowledge.
- Evaluate the effectiveness of training programs and make improvements as needed.

EMPLOYEE BRANDING AND COMMUNICATION:

- Develop and maintain an effective employee branding strategy.
- Ensure consistent and clear communication channels for employees to stay informed about company news and updates.

EMPLOYEE BENEFITS AND WELFARE:

- Administer employee benefit programs, including health insurance, retirement plans, and other benefits.
- Implement employee welfare initiatives to enhance employee well-being.

EMPLOYEE ENGAGEMENT AND EXPERIENCE:

- Create and execute employee engagement initiatives to boost morale and job satisfaction.
- Enhance the overall employee experience within the organization.

EXIT INTERVIEWS:

- Conduct exit interviews to gather feedback from departing employees and identify areas for improvement.
- Analyze exit interview data to implement retention strategies.

REWARDS AND RECOGNITION:

- Develop and manage employee rewards and recognition programs.
- Ensure that outstanding performance is acknowledged and rewarded.

HR POLICIES AND BEST PRACTICES:

- Implement and enforce HR policies and best practices.
- Keep abreast of changes in labor laws and regulations to maintain compliance.

NEW INITIATIVES:

- Drive and lead new HR initiatives and projects to improve HR processes and overall employee experience.

REQUIRED SKILLS, QUALIFICATION AND EXPERIENCE:

Skills:

- Excellent verbal and written communication skills, with the ability to interact effectively with employees at all levels of the organization.
- Ability to work independently with minimal supervision, making sound decisions and taking ownership of HR initiatives.
- High on ethics and integrity
- Proficiency in handling multiple tasks and responsibilities simultaneously, efficiently managing HR processes and projects.
- Skill in developing and implementing well-structured HR plans and strategies that align with organizational goals.
- Efficiently managing time and resources to meet deadlines and ensure timely completion of HR tasks and projects.
- Strong follow-up skills to ensure that HR actions and initiatives progress as planned and are effectively executed.
- The capability to analyze HR data and metrics to make informed decisions and improvements in HR practices.
- Proficiency in negotiation techniques, especially in HR-related matters such as employee contracts and benefits.
- Ability to work in pressure and adhere to timelines.

QUALIFICATIONS:

- Bachelor's degree in Human Resources, Business Administration, or a related field (Master's degree preferred).
- 3-5 years of experience in HR, with a focus on HR operations and employee engagement.
- Strong knowledge of HR policies, labor laws, and best practices.
- Proven ability to manage multiple tasks and prioritize effectively.
- Proficiency in HR software and tools.

Salary would be in line with the experience

IT'S MUCH MORE THAN WORK HERE AT UNITILE!

Interested applicants please share resume on freeda.b@united-group.in