

Job Description for HR Manager

Job Reference ID: WTPUNHR

Experience: 2 – 4 Year(s)

Position(s): 1

Location: Pune, India

Contact: jhuma.basak@wishtreotech.com or hr@wishtreotech.com

Job Brief:

We are looking for a skilled HR Manager to oversee all aspects of Human Resources practices and processes. You will support business needs and ensure the proper implementation of company strategy and objectives. The goal is to promote corporate values and enable business success through human resources management, including recruitment, performance management, talent management, and general administration.

We are looking for a candidate who can show empathy towards the team and also act as management's advocate. Considering the vision that we carry as an organization, we need someone to be flexible enough to adopt to rapid growth of the organization.

Roles and Responsibilities:

- Should have smart personality with excellent communication skills, both written and verbal skills.
- Develop and implement overall HR strategies, systems, processes and procedures across the organization.
- Proven working experience as HR Manager or HR Generalist.
- Improve overall "Happiness" level of the company
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Manage the recruitment and selection process.
- Knowledge of labour laws and working experience in Payroll Management.
- Nurture a positive working environment and manage a performance appraisal system that drives high performance.
- Performs administrative and office support activities for multiple teams.
- Should be profound in MS Word, creating spreadsheets and presentations, and filing.
- Responsibility of tracking budget, managing day to day operations and managing Petty Cash Account.
- Manage administration and communicate and coordinate with internal departments
- Excellent active listening, communication and presentation skills.
- Competence to build and effectively manage interpersonal relationships at all levels of the company.
- Proven working experience as HR Manager or HR executive preferably in an IT company.
- Graduate or Post Graduate degree in Human Resources or related field.