

POSITION DESCRIPTION			
Job Title Business Partner – HR	Hiring Manager / Position Reports To Director-HR		
Location : Pune, Maharashtra	Financial Accountability: NA		
Direct Reports : NA	Indirect Reports: NA		
Primary Purpose of the job			
HR business partner will include recruiting the right talent, enhancing recruitment efforts, planning strategic HR initiatives, managing HR consultants, running orientation and onboarding processes, communicating role expectations, designing succession plans, managing internships. Your contribution will directly impact the workforce that joins are organization directly contributing to our growth and image as an organization.			
Travel Requirements	Role Balance		
Frequency Periodically	People 50%	Scheduling (planning, coordinating) 20%	Technical (delivering based on knowledge and skills) 30%
Key Accountabilities	Measured By		% of Role
Talent Acquisition / Staff Movements/ On-boarding &Orientation / Transition & Separation	<ul style="list-style-type: none"> Utilize existing tools and technology to attract, source, evaluate, interview and present competent & passionate candidates to hiring managers. 		70%

	<ul style="list-style-type: none"> • Source, network and market job opportunities to build pipelines of qualified candidates. • Develop and maintain candidate database and consultant database • Ensure diversity & provide for equal opportunity. • Effective Background Verification • Adhere to agreed TA timelines and Maintain vacancy management systems for purpose of effective reporting • Ensure all new hires complete and submit all required documents / paperwork • Enable and Monitor job specific orientation by immediate supervisor • Ensure all hires are aware of their responsibilities and deadlines through the on-boarding process • Promote early and seamless adoption of organization's policies and procedures in order to drive job competency • Effective Coordination of immersion & other corporate trainings programmes 	
Management Information System	<ul style="list-style-type: none"> • Provide input and support in Talent management decisions with adequate information • Presenting the People data analysis including Attrition/ Movements/new recruits/recruitment/ trainings / Employee Engagement/ Employee Development / Mapping of Supervisor & Second Level Supervisor on quarterly basis • Timely approval of Profile updates - Sending the monthly HRIS inputs on the agreed date 	30%
<div style="background-color: #0056b3; color: white; padding: 2px 5px;">Role Requirement</div>		

<p>Knowledge & Skills</p>	<ul style="list-style-type: none"> • Verbal Communication Proficiency • Written Communication Proficiency • Persuasive Communication Skills • Problem Solving Capability • Relationship building skills • Interpersonal Communications • People Management Skills • /Detail • Proficient Computer Attention to Accuracy skills (Office application) • Professional Maturity
<p>Experience</p>	<ul style="list-style-type: none"> • (Degree and above) Post Graduation in Human Resources • 4+ years' experience in in Human Resources

How To Apply

Interested candidates can share their updated cv at contact@pmspl.net.in mentioning the name of the position in the subject line.