

Manager People Operations – Bangalore

JOB TYPE: Full Time

LOCATION: Bengaluru, Karnataka

TEAM: People & Culture

WHAT YOU WILL DO

- **People Operations:**
 - Oversee and manage day-to-day People operations, including employee onboarding, offboarding, payroll, benefits administration, and HRMS management.
 - Ensure all HR processes and systems are efficient, scalable, and compliant with FCRA laws and regulations.

- **Employee Experience:**
 - Develop and implement initiatives to enhance employee engagement, satisfaction, and retention.
 - Address and resolve employee concerns and conflicts in a timely and effective manner.

- Compliance and Policy Management:
 - Ensure compliance with FCRA laws, labor laws, regulations, and company policies.
 - Develop, update, and communicate HR policies and procedures.

- Performance Management:
 - Manage the performance appraisal process, including setting performance standards, providing feedback, and facilitating performance improvement plans.
 - Support managers and employees in achieving their performance goals.

- Talent Management:
 - Partner with the Talent Acquisition team to support recruitment efforts and ensure a smooth candidate experience.
 - Develop and implement strategies for talent development, succession planning, and workforce planning.

- Employee Relations:
 - Build and maintain strong relationships with employees at all levels.
 - Provide guidance and support on employee relations issues, including disciplinary actions and grievances.

WHAT WE ARE LOOKING FOR

- Masters degree in Human Resources or a related field.
- A minimum of 5 years of HR experience, with a focus on people and culture initiatives.
- Proficient understanding of Indian labor laws and employment regulations.
- Strong interpersonal and communication skills.
- Demonstrated ability to manage multiple tasks and projects.
- Proficiency in HR software and tools.
- Passionate about fostering a positive and inclusive workplace culture.

- Fluency in English/Kannada/Hindi.
- Experience in the public health sector or related field. Optional

How to apply-

Interested candidates are invited to submit their resume along with a cover letter detailing their relevant experience and motivation to **contact@pmspl.net.in**