

<b>Designation</b>	Asst. Manager / Manager
<b>Role</b>	Regional HR - Mumbai
<b>Industry</b>	Financial Services / Broking
<b>Academic background</b>	Qualification: Graduate/ MBA
<b>Reporting to</b>	Regional Director
<b>Team Management</b>	NA
<b>Work experience</b>	Min 3 years' experience
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for handling complete recruitment life cycle.</li> <li>• Develop talent acquisition strategies and hiring plans.</li> <li>• On-Boarding process from joining formalities to verification of documents &amp; reference checks. Also creating offer letter and appointment letters.</li> <li>• Responsible to handle joining formalities, Induction, HRIS, exit formalities, training coordination.</li> <li>• Responsible to handle employee grievance related to PF, ESI and other statutory compliance &amp; HR queries.</li> <li>• Handling Attendance management, leave management &amp; payroll.</li> <li>• Responsible to Organize and drive employee engagement activities for Gujarat.</li> <li>• Any other work which may be required from time to time.</li> </ul>
<b>Technical Skills</b>	
<b>Additional Desirable Skills</b>	