



Job Description

Position:	HR Officer/Assistant Manager
Directly reports to:	Head- HR & Admin- India
Regularly interacts with:	Managing Director
Primary location:	Gurgaon
Travel requirements:	Minimal
Role description:	Delivery of an effective project costing function for a rapidly growing private company which is a wholly owned subsidiary of a Stock Exchange (AIM) listed business. Ensure the accuracy and integrity of the entity's administrative and human resources
Primary responsibilities will include:	<ul style="list-style-type: none">• Oversee HR activities,• Ability to maintain an employee personal record• Update company database with data of new employees (e.g., Background qualification, skills etc)• Manage Third-party payroll or contractual staff- hiring & on-board of the new employee, negotiating skill for salary, issuance of offer letter, joining formalities, leaves records and payroll,• Maintain joining formalities, leave records of permanent payroll staff, Issuance of ID cards, Visiting cards etc.• Recruitment - Co-ordinate with manpower agencies, selection of resumes, Schedule prospective candidates' job interviews and be a point of contact as required• Updating Internal HR database with new hire information• Create materials to train and onboard the employees• Respond to inquiries of employees with respect to the benefits like insurance, number of qualified leaves etc• Ensure that all staff is adhere to the organization policies and procedures• Liaise with external partner, like insurance vendors, & ensure legal compliance• Performing benefits administration• Issuance of sodexo/ meal coupons, Diwali gifts, office parties, team meeting etc• Office Management- Oversee complete office management• Managing vendor bills & payment, fixed assets, forex management & IT inventory• Strong negotiation skills• Excellent interpersonal skills• Ability to manage and handle multiple tasks• Outstanding problem-solving skills• Exceptional attention to details• Working with overseas group companies• Ad hoc projects to assist HR Head, and Management of CC UK & India
Experience and skills required:	A bachelor's degree or MBA with considerable post qualification experience gained within a commercial environment (technology /telecom/ software company desirable)



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	<p>5-7 years of corporate working All round knowledge and experience of delivering an effective HR and admin function Corporate work exp as an HR Administrative, Talent Acquisition, Recruitment Manager or a similar role Strong Organization and analytical skills Business modelling using Excel, Microsoft office Excellent oral and written communication skills to communicate with UK office Ability to articulate and confidently address HR issues and relate these to the business</p>
Personal attributes:	<p>Works independently setting own pace and schedule while adhering to HR & Admin deadlines Strong analytical skills and attention to detail Excellent excel skills Able to liaise confidently with all levels of the organization Self-starter Able to work independently Flexible Well organized Cost Conscientious Works well under pressure and ability to meet deadlines Comfortable working in a dynamic work environment</p>
Qualifications:	<p>A bachelor's degree or Graduate or MBA with considerable post qualification experience</p>