

Title – HR Manager

Responsibilities:

- Manage all aspects of Human Resources including time-off management, onboarding/offboarding, helping with performance review and employee data management
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Screening and shortlisting the right candidates suitable for the position
- Scheduling technical and managerial Interviews with the appropriate personal
- Onboarding of employees and maintaining employee records in the system.
- Managing the employee's attendance/absences using the online time tracking software and taking necessary actions for any deviations.
- Implementing new policies and procedures relating to employees
- Ensuring the HR software is up to date with legal and sponsor license requirements.
- Collaborating with management and executives to develop employee performance annual goals
- Planning and organizing training for employees for career development and succession planning.
- Creating a benefits package to attract employees that is cost-effective and meets company standards
- Training other managers to give constructive feedback and improve their knowledge of disciplinary processes
- Perform offboarding procedures when an employee resigns/leaves the company and if required conduct an exit interview.
- Coordinate with the accountants on payroll and taxes structure of the employees.
- Be the SPOC for every employee related to their employment, simultaneously act as HR Business Partner in providing strategic solutions to management for aligning business goals to individual employee goals.

Basic Qualifications and Requirements

- Bachelors or Master's degree in Human Resource Management from a reputed University.
- Should have atleast 5 years' experience working in HR function
- Should have worked in the capacity of Manager
- Should have knowledge or experience in recruitment of SAP/IT Consultants
- Prior experience in IT Sector is an advantage

Location: London – United Kingdom