

## **Assistant Manager – Human Resources Mumbai, India**

### **ABOUT UNITILE:**

Unitile is India's No.1 raised access floor brand and is awarded the prestigious rising brand of Asia in 2021.

We have helped 15,000 + businesses embrace change by creating future-ready workspaces with our intelligent access flooring and data center solutions. Keeping sustainability and innovation as the core of our manufacturing efforts, we use state of the art machinery and automation to increase our global footprint and redefine flooring technology.

Our team has young and dynamic leaders who are building a future of shared success as we work towards our vision of becoming the world leader in raised access floor systems.

### **KEY RESPONSIBILITIES:**

- Handling employee life cycle from onboarding to exit.
- Implements new hire orientation and employee recognition programs.
- Conduct employee on boarding and help organize training & development initiatives
- Managing performance appraisal process along with Senior Manager HR
- Undertake tasks around performance management.
- Implementing new initiatives for employer and employee branding.
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of human resource policies
- Maintain employee files and records in electronic and paper form
- Managing day to day HR Operational activities
- Preparation of MIS and reports as required.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

### **REQUIRED SKILLS, QUALIFICATION AND EXPERIENCE:**

#### **Skills:**

- Ability to work independently under minimum supervision
- High on ethics and integrity
- Multitasking ability
- Effective planning skills
- Time Management
- Strong follow-ups skills
- Good communication and interpersonal skills
- Analytical and negotiation skills
- Ability to work in pressure and adhere to timelines.

#### **Qualification and Experience:**

- Any Graduate OR MBA in HR will be considered for this role
- 5 + years of experience into a similar role

Salary would be in line with the experience

Interested applicants may send resume on [freeda.b@united-group.in](mailto:freeda.b@united-group.in)

***IT'S MUCH MORE THAN WORK HERE AT UNITILE!***