

Executive – Human Resources - (Full Time Role)
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:

- Manage complete employee life cycle: Recruitment - on-boarding to exits.
- Sourcing and calling candidates through Database / Job portals / Social media.
- Job Posting on various job sites like Naukri & LinkedIn.
- Explaining the job role and interview processes to the candidates.
- Conducting Aptitude and Behavioural Test
- All Coordination and follow up with the candidate.
- Conducting Background verification of selected candidate
- Initiating Salary negotiation and offer release
- Coordinating for Pre-Employment Health Check Up
- Handling all end to end onboarding formalities.
- Conducting Induction and orientation of the new joiners
- Managing day to day HR Operational activities
- Planning and execution of engagement activities at all locations
- Any other assignment as assigned from time to time.

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
- 1 + years of experience into a similar role who has handled recruitments

Salary would be in line with the experience

IT'S MUCH MORE THAN WORK HERE AT UNITILE!