

Position / Designation	Executive – Human Resources
Organization Name	Work Better Training & Development
Company Profile	We are an Executive Training & Team Building firm specialising in the field of Behaviour and Soft Skills Training. Within 7 years of our existence, we have created a reputation in the training industry for making People Development a highly effective and a fun process. With the support of some of the biggest names in Corporate India as our clients, we continue to grow at an extremely rapid pace.
Location	Borivali-East, Mumbai
Roles & Responsibilities / Profile Details	<p><u>Recruitment & Selection</u></p> <ul style="list-style-type: none"> • Assisting HR Manager in Manpower planning • Assisting in updating Job description as per functional requirement • Sourcing resumes from Job Portals, Placement Agencies, Headhunting, Employee Referrals and Campus Recruitments • Screen the resumes & Schedule interviews and other rounds • Represent HR in interview panel for Entry level positions • Conduct Referral Checks for the shortlisted candidates • Joining formalities - Maintain Personnel file, bank account opening, Organization-wide announcements and statutory requirements of new joiners • Preparing Monthly Attrition Report <p><u>Employee Engagement Initiatives</u></p> <ul style="list-style-type: none"> • Preparing Annual Calendar for employee engagement activities • Organizing employee engagement events and activities like Welcome to Work, Festive Celebrations, Annual Day, Sports events <p><u>Policy Administration</u></p> <ul style="list-style-type: none"> • Assisting Manager – HR in working as team member in Policy Formulation & Administration

	<ul style="list-style-type: none"> • Introduction of benefits & communication of the same within the organization • Ensure implementation & compliance to all policies <p>Support to staff by providing clarifications on existing policies</p> <p><u>Pre – Post Joining Formalities:</u></p> <ul style="list-style-type: none"> • P F Nomination Form • Salary Account Bank Opening formalities & coordination with the bank • Email Creation Form • Entitlements as per policy for mobile, SIM Card, Laptop and USB • Reference Check as per company policy (Internal - External).
Skills	<ul style="list-style-type: none"> • Strong sales skills • Ability to cultivate and build relationships • Hunter’s mentality • Strong follow-up skills • Consultative in nature • Personable and approachable
Experience	Min 1 year of relevant work experience in Recruitment Consultancy or HR department of a corporate
Qualifications	Min Graduate in any discipline.
Working Days	5 days (<i>Monday to Friday</i>) - Office, <i>Saturday – Work from home.</i>
Working Timings	9:30 A.M to 6:30 P.M
Remuneration	Based on your Current CTC / Competitive as per industry standards
Additional Incentives	Learning opportunity Free hand to deliver Innovate & experiment with ideas