

Company – Success Pact Consulting Private Limited
Job Title – Human Resource Manager
Location - Noida, Uttar Pradesh
Job Type - Full-time (Work from Office – 5 days in a week)
Required Experience Minimum – 6-9 Years

About the Company: Since 2011, we've mastered the art of connecting businesses with top-tier tech talent, meticulously navigating the dynamic landscape of industry expertise. We're not just recruiters; we're your dedicated allies in talent acquisition.

Our mission is clear: to empower businesses with the perfect talent fit, while upholding the highest ethical standards. Driven by innovation and guided by excellence, we're committed to delivering bespoke hiring solutions that not only meet but exceed expectations. Trust is the cornerstone of our ethos. We prioritize integrity, transparency, and productivity in every client interaction, ensuring a seamless recruitment process from start to finish.

Our seasoned team boasts diverse skills tailored to suit the needs of organizations large and small, from budding start-ups to established industry giants. With a finger on the pulse of tech innovation, we've cultivated a network of industry leaders and rising stars alike.

Position Summary: The Human Resource Manager will oversee the entire employee lifecycle, from onboarding to exit formalities. This role involves managing HR operations, developing and implementing HR strategies, and ensuring compliance with company policies. The HR Manager will be responsible for payroll, Talent Acquisition, HRMS management, employee engagement, and driving HR analytics to support strategic decision-making. The position requires strong leadership, excellent communication skills, and a deep understanding of HR practices.

Key Responsibilities:-

- **Recruitment (Internal):** Oversee the onboarding of new hires, manage the replacement period, ensure budget compliance, and maintain database accuracy.
- **HR Operations & Employee Engagement:** Manage payroll, onboarding, and offboarding processes, execute engagement activities, handle grievances, and maintain HRMS updates.
- **Learning and Development:** Develop and execute training programs, onboard LMS, and ensure regular feedback and assessments.
- **Team Development & Growth:** Maintain team size and budget, resolve conflicts, and conduct regular skip-level meetings.
- **HR Analytics:** Produce reports on attrition, exits, grievances, audits, and employee surveys.
- **Administration & IT Process:** Oversee office administration and IT management, manage vendor relationships, and conduct need analysis.
- **Collaboration:** Facilitate monthly meetings with team heads, manage team reports, and ensure cross-functional collaboration.

Critical Competencies Required:-

Leadership skills, Vision, Communication skills, Interpersonal skills, Strategic Decision making, Analytical skills, Problem-solving, Organizational Branding, Putting the organization before self

Requirements:-

- MBA in HR from a reputed institution
- Minimum of 6 years of experience in HR and Administration
- Proven ability to lead and develop HR strategies and initiatives
- Strong leadership, communication, and interpersonal skills
- Experience in managing HR operations, payroll, and employee engagement
- Ability to work closely with senior business stakeholders and solve strategic business issues

If you are passionate about Human Resource and ready to take on a role, we invite you to join us and make a significant impact.