

JOB DIMENSIONS	
Job Title: HR & Training	Job ID: NA
Function: Generalist	Department: HR & Training
Typical Grade:	Location (if applicable):
Reporting Manager: Team Leader	Direct Reports:
JOB SUMMARY	
Responsible for executing and administering assigned functions while ensuring effective employee engagements/ experience	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> • Responsible for overall management of the HR function. • Cost efficient recruitment, induction and staffing as per the requirements of each department in the company. • Policy and procedure implementation of existing as well as new hR policy and processes. • Maintaining employee relation for managing absence, disciplinary, grievance, PF, Gratuity, etc. • Establish and maintain multilateral communication channels and methods for enhanced transparency. • Implementing the training and development agenda; identify areas that need attention and improvement. • Branch visit & employee engagement. 	
EDUCATIONAL QUALIFICATIONS & CERTIFICATIONS	
<ul style="list-style-type: none"> • Graduate or post graduate in any specialization with HR 	
SKILLS & COMPETENCIES	
<ul style="list-style-type: none"> • Good communication skills and ability to work with management, customers and vendors • Good people skills and must have ability to work as part of a larger team • Ability to observe pressure and function according to the expectation of Senior Management • Able to prioritize requirement and accordingly take necessary actions • Understanding of Matrix based organization and delivery models • Should not have any restrictions and reservations in terms of work related requirements and willing to travel as and when required 	
KEY INTERFACES	
Internal <ul style="list-style-type: none"> • 	

External

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