



Job Description

Designation:	Assistant Manager Hr.	Job Location:	Ludhiana
Department:	Consulting	Grade/ Level:	L2 - C
Direct Reporting To:	GM Consulting	Direct Reportees:	None
New Position/ Back Fill:	New	No. of openings:	1

Introduction:

As the name defines, we are exclusively for MSME (Micro Small & Medium Enterprise). We understand the efforts put by an entrepreneur to run a business on a daily basis. We work as a catalyst for imparting clarity in concepts related to business through a highly experienced team in a cost-effective manner.

In consulting space, our projects are generally for 6 months on Renewal basis along with your subject we work on Sales, Finance, PPC, Business Administrations & Operations, I.T and other management aspects which make businesses more organized and scalable. In these projects, we map a consultant who visits client's business at regular intervals for the period of 6 months on Renewal basis and implement the defined SOW of the project.

The Detail training of each and every aspect of a project is given to consultant on regular intervals.

Job Purpose:

As Asstt. Hr Manager you will provide sourcing support to MSME internally and its clients within a given TAT. The primary objective of the Asstt. Hr Manager is to identify and qualify prospective candidates and build a robust talent pipeline for both current and future positions

Responsibilities:

- Candidate will be responsible for sourcing candidates internally for (MSME Consulting) and Externally (Consulting Clients) within given TAT.
- He/she will be responsible for preparing JDs/ Appointment Letters and other necessary documents required for Pre hiring.
- He/she will be responsible for end to end recruitment within the stipulated aggressive timelines and building the talent pipeline for the businesses to achieve the hiring targets.
- He/she will be responsible for collecting the Manpower Requisition Form from the Functional Heads.
- He/she will be responsible for screening resumes from Job Portal or existing database according to the job specifications.
- He/she will be responsible for coordination with Third Parties for getting the resumes on need basis.



	<ul style="list-style-type: none"> • He/she will be responsible for evaluating shortlisted candidate by conducting first tele-interview • He/she will be responsible for scheduling the interviews in preferred branches and coordinating with the respective SPOC. • He/she will be responsible for follow up with the candidates to attend interview in Scheduled Date, Time & Venue. • He/she will be responsible for maintaining MIS for calling List and Interview schedule. • He/she will be coordinating with selected candidates for the Salary negotiation and documentation. • He/she will be responsible for coordination with the candidates till on-boarding / joining at the Company or client site • He/she will be responsible for any other task assigned by the Management 			
Requisite Skills:	<ul style="list-style-type: none"> ▪ Confident and assertive ▪ Excellent communication skills (written and verbal) ▪ Should have hardcore recruitment experience ▪ Ability to work under pressure ▪ Result oriented ▪ Should have good understanding on profile and learning attitude ▪ Administrative skills ▪ Attentiveness to details ▪ Analytical skills ▪ Good listening ▪ Self-grooming, logical reasoning and self-motivation ▪ MS office proficiency 			
Desired Skills:	<ul style="list-style-type: none"> ▪ Ability to self-motivate and motivate others ▪ Knowledge of functioning of businesses 			
Education:	PG/MBA in HR			
Relevant Experience:	A minimum of 2 years			
CTC per annum:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%;">Total Experience:</td> <td style="width: 25%;">2- 5 years</td> </tr> </table>		Total Experience:	2- 5 years
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Will travel?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 25%;">Monthly Net Salary</td> <td style="width: 25%;"></td> </tr> </table>	Yes	Monthly Net Salary	
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Work time	Monday to Saturday			
Preferred Domain:	HR, Recruitment, Administration			
Reference Companies:	Small & Medium Enterprises			
Gender:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Male / Female</td> <td style="width: 33%;">Marital Status:</td> <td style="width: 34%;">Married (will be preferred)</td> </tr> </table>	Male / Female	Marital Status:	Married (will be preferred)
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