Company	**Gauri Technologies Private Limited (www.gauri.com)**
Job Title	**Business Partner HR/HR Generalist**
Location (base location)	**Pune, India**
Position Type	**Permanent**
Salary	**Best in Market**

About us

Gauri is a UK-based consultancy specializing in implementing and supporting world-class CRM and Data solutions. We firmly believe that a data-driven solution on a strong digital foundation will be key to the success of all future businesses. We provide our customers with powerful end-to-end CRM solutions enabling them to better compete and grow by maximizing sales, customer satisfaction & retention. Gauri offers an enviable career complete with diverse experience, challenges, opportunities, and growth. We take great pride in our core values of being honest, equitable, and fair.

Position Overview -

We at Gauri, are looking for an energetic "Business Partner – HR/HR Generalist" to join us. The candidate must have experience working in the IT industry with a proven track record of successfully managing Talent Acquisition and Human Resources functions. Candidate should have success stories demonstrating an understanding of business acumen, hands-on HR expertise, and behavioural skills such as the ability to adopt Gauri's beliefs and values and share common goals.

Role & Responsibilities -(must-haves)

Recruitment
- Drive full-cycle recruitment activities, including scoping, sourcing, screening, conducting HR interviews, offer negotiation.
- Managing end-to-end recruitment process from sourcing to offer release.
- Implement creative recruiting strategies to create a qualified and diverse candidate pool. Source, and/or help candidates for designated jobs through existing databases, internet search engines, cold calling, referrals, networking, direct recruiting, job boards, and social media.
- Engage with external vendors and the external talent pool network to attract talent from passive sources like LinkedIn.

Employee Onboarding & Exit
- Effectively manage Induction and joining formalities for new hires, coordinate employee HR & functional orientation sessions
- Facilitate Employee probation and confirmation appraisal, goal-setting exercise.
- Effectively execute employee offboarding formalities such as resignation acceptance, employee clearance, final settlement, and exit interview.

HR Administration
- Maintain accurate HR records, Employee Master, personal files, contracts & NDA, as per HR policy.
- Present and maintain monthly HR reports & metrics to track progress and HR trends.

- Manage Intracompany transfers, coordinate HR compliance with the onsite HR team.
- Timesheet and Leave management.

Compliance and Policy Implementation
- Ensure compliance with employment laws, regulations, and company policies, HR Policies, processes, and procedures.

Payroll Management
- Prepare payroll inputs, timely execution of monthly payroll.
- Address employee payroll queries and discrepancies
- Keep updated on payroll regulations and best practices.

Employee Engagement
- Plan and implement employee engagement activities and initiatives.
- Assist in organizing company events, team-building activities, and recognition programs.
- Foster a positive work culture and employee well-being.

Employee Relations
- Regularly partner with managers and employees ensure retained and motivated team
- Managing HR helpdesk resolving employee queries, issues if any
- Ensuring effective communication bridging the gap between management and employees
- Partner with international HR team to support business unit initiatives.

<u>Nice to have:</u>
Learning & Development
- Exercise Training needs an identification process across the organization, freeze HR training calendar, identify internal/external training partners, identify vendors, and coordinate with internal and external parties to successfully the initiatives.
- Good knowledge of e-learning platforms and practices to execute internal training plans.
- Manage essential checklists, forms, and formats to ensure documentation, feedback, and effectiveness of the conducted training programs.

Qualification, Skills & Role expectation:

- Master's degree in human resource management from a reputed institute.
- 3 to 5 years of experience in HR in IT industry
- Strong business and HR acumen, including strong problem-solving skills, critical thinking, and self-initiative.
- Excellent communication skills, both verbal and written with exceptional decision-making ability
- Stellar time management and organizational skills
- Proficient with MS Office
- Proven ability to successfully work as a team member and to build and maintain a positive work environment across the network.
- Additional certification, and training courses - Certification courses around HR, Recruitment, Employee Relations, and Employee Engagement from accredited institutes will be of added advantage.