

<b>Company</b>	<b>Gauri Technologies Private Limited ( <a href="http://www.gauri.com">www.gauri.com</a> )</b>
<b>Job Title</b>	<b>HR Specialist</b>
<b>Location (base location)</b>	<b>Pune, India</b>
<b>Position Type</b>	<b>Permanent</b>
<b>Salary</b>	<b>5 to 7 Lacs</b>

## 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 **“Human Resources Specialist”** to join us. The candidate must have experience working in the IT industry with a proven track record of successfully working in the Human Resources function. Candidate should have success stories demonstrating assessing and collaborating to address interpersonal and work-related issues, working as a team to identify accomplishments, highlights, and concerns therefore contributing towards a healthy work environment. The candidate should have excellent communication skills, behavioral skills, and ability to align with Gauri’s Goals, beliefs, and values.

## Role & Responsibilities (must-haves)

- Demonstrates high ability to incorporate insights and expertise from senior HR to ideate, plan, and executive various initiatives, activities, events, and communication.
- Assist in planning and execution of initiatives as per HR Calendar and Employee engagement calendar regularly.
- Ability to ideate various activities and initiatives such as team building, Wellness, Recognition, learning, and fun at the workplace to achieve employee engagement.
- Assist in planning and executing events such as one-to-one and focus group sessions, town hall meetings, outbounds, workshops, and in-house training programs.
- Timely assistance and conducting surveys, and assessments such as engagement scores, employee satisfaction, wellness scores, and happiness quotient.
- Readiness to support Reward-based initiatives to recognize and appreciate special moments and work.
- Consistently track progress against plans, collect and analyze data and trends, evaluate the effectiveness, and suggest actionable items, present HR Dashboards every month.
- Shadows the senior HR in the smooth functioning of the HR activities and the Employee life cycle. Assists data keeping and maintenance regularly.
- Assist in organizing and execution of Performance Management system, facilitate programs such as PIP, and Enps as and when required.
- Works alongside Seniors supporting recruitment activities, including scoping, sourcing, screening, conducting HR interviews, offer negotiation, etc.
- Creates and executes effective Employee Communication plans ensuring clear and consistent messaging through emails, presentations, and workshops.

- Acts as a liaison between employees and management providing accurate and timely Communication.
- Ensures compliance with internal communication policies and regulations such as data privacy laws, and confidentiality while handling employee communication.

**Qualification, Skills & Role expectation:**

- Bachelor's/Master's degree in human resources, Business Administration, Organizational Development, Organizational psychology, sociology, or a related field.
- 2 to 3 years of experience in HR in IT industry with a focus on employee engagement and communication
- Strong knowledge of Employee life cycle, HR principles, practices employment laws, and regulations.
- Excellent communication skills – written, verbal, and listening, with the ability to effectively convey information to employees at all levels of the organization.
- Strong interpersonal skills and the ability to build relationships with employees, managers, and stakeholders.
- Demonstrates innovative and creative thinking ability, and excellent time management and organizing skills.

**Good to have:**

- Certificate program in Organizational development
- Experience in developing and implementing employee engagement strategies and initiatives.
- Analytical skills to assess employee engagement metrics and derive insights for improvement.