

<b>Job Title:</b>	HR Executive	<b>Department:</b>	Human Resources
<b>Location:</b>	Andheri - East, Mumbai	<b>Position Type:</b>	Full-time
<b>Experience:</b>	3-5 years as HR		

#### About Tecknotrove Systems

Tecknotrove Systems is a young and dynamic technology company headquartered in Mumbai . Tecknotrove is Asia's leading training and simulation company focused in developing simulation and virtual reality solutions.

With a team of over 150 talented employees we have delivered projects in over 24 countries around the world.

Our expertise lies in creating virtual worlds for critical applications using simulators and AR/VR technologies. The Company offers solutions for growing Industries like Automobile, Aviation, Defense and Mining.

Our corporate office is based in Andheri, Mumbai, and the manufacturing facility is in Gujarat.

#### Position Summary

The Senior HR Executive would support the CEO and the leadership team in driving the HR priorities. The incumbent would be involved in driving key processes like Recruitment, Onboarding & Induction, Performance Management and Employee Engagement.

**\* THIS PROFILE REQUIRES TRAVELLING WITHIN INDIA FOR 2-3 DAYS IN A MONTH**

#### Roles and Responsibilities

The incumbent will be responsible for the entire employee lifecycle management for the business verticals by supporting managers and team leaders.

- Manage the **end-to-end recruitment process** – sourcing candidates from various sources, initial screening of profiles, scheduling of interviews, conducting HR round of interview and final roll out of offer. Experience in Campus recruitment can be an added advantage.
- Facilitate new hire **onboarding and induction**
- Support the leadership team in the effective implementation of the **Performance Appraisal process**
- **Planning and building strategies to drive** Employee Retention & Engagement
- Understanding employee pulse by conducting One on One interactions
- Assist with employee issues around Discipline & Grievance and supporting Leadership team in resolution
- Create awareness in staff on HR Policy and ensure adherence to same
- Conducting exit interviews and providing attrition analysis
- Maintain and provide timely and accurate MI as per requirements of the function and business

<b>Job Requirements and Qualifications</b>		
	<b>Mandatory Requirement</b>	<b>Preferred</b>
<b>Education</b>	MBA in HR	MBA in HR (2 yrs full time)
<b>Experience</b>	3-5 years HR experience	<ul style="list-style-type: none"> <li>• Experience of handling an HRBP role preferably in IT / ITES industry</li> <li>• Good understanding of HR operations, documentation standards and reporting</li> </ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• High learning agility and result oriented</li> <li>• Technology savvy and skilled in MS Excel and PowerPoint</li> <li>• Excellent communication skills - verbal and written</li> <li>• Strong problem-solving skills and attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work and function independently and in a collaborative environment</li> <li>• People management, interpersonal and relationship building skills</li> </ul>