

Job Title:	HR Manager (HR Business Partner)	Department:	Human Resources
Location:	Andheri - East, Mumbai	Position Type:	Full-time
Experience:	6 years as HR (min 2yrs HRBP)	Reporting to :	Managing Director

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 for critical applications . With a team of over 150 talented employees we have delivered projects in over 26 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, Defence and Mining.

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

Position Summary

The HR Manager would support the Managing Director and the Leadership team in driving the HR priorities. The candidates in human resources management is expected to add value to overall business objectives, by reviewing and improving performance, resolving personnel grievances, retaining talented workforce improving productivity and ensuring compliance and adherence of HR policies and regulations.

*** 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.

- Be a strong partner and advisor to the business on all HR-related matters
- Review, Improve and implement HR policies
- Monitor and assist in improving employee productivity
- Evaluate staffing needs for the organisation
- Evaluate training needs and develop & implement a training calendar
- Mentor managers on employee development best practices
- Responsible for execution of performance management program
- Plan and build strategies to improve employee retention
- Resolve employee issues and conduct thorough investigations where required
- Work closely with management and employees to enhance employee engagement
- Supervise and improve recruitment and onboarding process
- Maintain and provide timely and accurate MI as per requirements of the function and business
- Understand employee pulse by conducting One on One interactions
- Ability to lead a team of junior HR resources

Job Requirements and Qualifications

	Mandatory Requirement	Preferred
Education	MBA in HR	MBA in HR (2 yrs full time)
Experience	6 years HR experience (min 2 years in HRBP)	<ul style="list-style-type: none"> • Experience of handling an HRBP role preferably in IT / ITES industry • Good understanding of HR operations, documentation standards and reporting
Skills & Competencies	<ul style="list-style-type: none"> • Experience in performance management process 	<ul style="list-style-type: none"> • Ability to work and function independently and in a collaborative environment

	<ul style="list-style-type: none">• High learning agility and result oriented• Technology savvy and skilled in MS Excel and PowerPoint• Excellent communication skills - verbal and written• Strong problem-solving skills and strategic thinking skills	<ul style="list-style-type: none">• People management, interpersonal and relationship building skills
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