



1.POSITION DESCRIPTION	
Job Position Code:	GUI-HR –JD-HRM-01
Job Title:	Human Resources –Manager
Job Grade:	TL001-GUI
Department:	Human Resources
Reports To:	Operation Head or Assignee & CEO
About Guires:	Guires Solutions Pvt Ltd. is a research, management consulting, outsourcing and technology company. The company has now diversified and extended its reach into several domains. The company has experienced a remarkable growth. Services would include industry and market research, data analytics, branding and marketing. Flexible and cost –effective solutions are provided with maximum impact.
Job Purpose:	Provides general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties.
Work Schedule:	Full Time (09:00 – 18:00), Monday – Saturday (except second Saturday)
Required Qualification:	Bachelors/ Master’s degree in Human Resources or related field from Recognized University,
Required Experience:	Minimum 5-6 years Proven working experience as HR manager or other HR executive.
Required Knowledge/Skills:	<ul style="list-style-type: none"> • Demonstrable experience with human resources metrics. • Knowledge of HR systems and databases. • Ability to architect strategy along with leadership skills • Excellent active listening, negotiation and presentation skills • In-depth knowledge of labour law and HR best practices. • Technical process in MS-Office and in job portals.

Job Description:	<ul style="list-style-type: none">• Develop and implement HR strategies and initiatives aligned with the overall business strategy• Bridge management and employee relations by addressing demands, grievances or other issues• Manage the recruitment and selection process• Managing and ensuring a smooth onboarding process.• Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.• Nurture a positive working environment• Oversee and manage a performance appraisal system that drives high performance• Report to management and provide decision support through HR metrics• Assess training needs to apply and monitor training programs.• Handling workplace investigations, disciplinary, and termination procedures.• Leading a team of human resource executives.• Managing and ensuring handover and takeover of exit employee is carried as per organization policy and procedure.
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