

<b>Position</b>	<b>Manager/ Sr. Manager - HR</b>
<b>Job Description / Responsibilities</b>	<ul style="list-style-type: none"> <li>➤ Support the development and implementation of talent management programs and processes that grow organizational capability through employee engagement, performance management and employee, manager and leadership learning and development</li> <li>➤ Incumbent would be overall accountable for training and learning management of PPMS employees starting from detail working of Training Need Analysis basis business and people plan and ensure the same is successfully delivered in partnership with respective</li> <li>➤ Actively design, participate and drive the EVP actions agreed within the time lines and measure progress.</li> <li>➤ Incumbent would be working very closely with Head HR by developing and continuously improving the system/process for identifying key positions successor and ensure there is defined development and engagement plan for identified successor.</li> <li>➤ Ensuring a system of monitoring performance, sharing feedback and appraisal, including Performance reports, as developed, for every team member.</li> <li>➤ Driving systems and process to Ensure high employee productivity</li> <li>➤ Developing and implementing team building activities</li> </ul>
<b>Job specific skills</b>	<ul style="list-style-type: none"> <li>➤ Strong knowledge of best in class human resource practices</li> <li>➤ Ability to establish effective relationship with relevant stake holders in the organization.</li> <li>➤ Personal Drive and Coping with Pressure</li> <li>➤ Excellent Planning and implementation skill</li> <li>➤ Strong analytical and problem-solving skills with ability to analyze data.</li> <li>➤ A goal-oriented individual with an attention for details</li> <li>➤ Operational efficiency</li> <li>➤ Excellent communication skills.</li> <li>➤ Confident, Creative and someone who takes initiative.</li> </ul>
<b>Educational Qualification</b>	Must have a post graduate degree in human resources from recognized university in India/ overseas
<b>Min. Experience</b>	3+ Years
<b>CTC Offered</b>	Compensation will not be limiting factor for the right candidate and will be discussed on a case-by-case basis.
<b>Location of Posting</b>	Mumbai

How to Apply	Applications should be submitted on our email <a href="mailto:careers@bobcaps.in">careers@bobcaps.in</a>  Please mention “Application for the post of <b>Manager/ Sr. Manager - HR</b> ” in the subject. Applications with any other subject will not be accepted.
Website	<a href="http://www.bobcaps.in">www.bobcaps.in</a>
Contact Person	Ms. Suchitra Bangera
Contact Number	022 – 61389300
Last Date of Application by email	21 <sup>st</sup> August 2022