

# 1. Associate Manager – Human Resources

## General information

Country

India

City

Benguluru/Hyderabad/Gandhinagar/Delhi/Kolkatta

Department

Human Resources

Job ID

38970

## Description & Requirements

MAAPAI Services is a global organization with end-to-end accountability for optimizing the value of our customers' investments. Comprising more than 530 professionals who currently support customers in 5 countries, we bring deep product and technical expertise, extensive industry experience, and the full force of MAAPAI's resources to the task of making our customers outrageously successful.

From initial deployment and day-to-day optimization to big picture thinking and proactive strategizing, MAAPAI Services provides the depth and breadth of experience necessary turn vision into reality.

We are seeking a skilled and experienced Human Resources Manager to join our dynamic team. The Human Resources Manager will be responsible for overseeing all aspects of HR functions, ensuring a positive work environment, and driving the development and implementation of HR policies and programs. The ideal candidate will be a strategic thinker, possess strong leadership skills, and have a comprehensive understanding of HR practices.

Responsibilities:

1. Strategic HR Planning:
  - Develop and implement HR strategies that align with the company's overall objectives.
  - Work closely with senior management to understand business goals and provide HR insights and solutions.
2. Talent Acquisition and Management:
  - Oversee the recruitment process, including sourcing, interviewing, and hiring qualified candidates.
  - Develop and execute effective onboarding programs to ensure a smooth integration of new employees.

- Manage talent development initiatives, including performance management, training, and career development.
- 3. Employee Relations:
  - Foster a positive work environment by promoting open communication, employee engagement, and teamwork.
  - Address employee concerns and resolve conflicts in a fair and consistent manner.
  - Ensure compliance with employment laws and regulations.
- 4. Compensation and Benefits:
  - Administer compensation and benefits programs, including salary reviews, bonuses, and employee benefits.
  - Keep abreast of industry trends and benchmarks to ensure the company's competitiveness in compensation practices.
- 5. Policy Development and Compliance:
  - Develop, update, and communicate HR policies and procedures to ensure consistency and compliance.
  - Stay informed about changes in labor laws and regulations, updating policies as needed.
- 6. HR Administration:
  - Oversee HR administration tasks, including record-keeping, payroll processing, and maintaining HRIS accuracy.
  - Prepare and analyze HR metrics and reports for management review.
- 7. Employee Engagement and Culture:
  - Develop and implement initiatives to enhance employee engagement and foster a positive organizational culture.
  - Organize employee events, training programs, and team-building activities.

#### Requirements:

- Bachelor's degree in Human Resources, Business Administration, or a related field (Master's degree preferred).
- Proven experience as an HR Manager or in a similar senior HR role.
- Thorough knowledge of HR principles, practices, and employment laws.
- Strong leadership and interpersonal skills.
- Excellent communication and negotiation abilities.
- Ability to think strategically and implement innovative HR solutions.
- Proficient in HRIS and MS Office applications.
- HR certification (e.g., SHRM-CP, PHR) is a plus.

If you are a dynamic HR professional with a strategic mindset and the ability to drive positive organizational change, we invite you to apply for this exciting opportunity. Please submit your resume and a cover letter detailing your relevant experience and achievements.