NetElixir eMarketing Solutions (P) Ltd.

Position	Manager – Human Resources
Job Description	Responsible for all Human Resource activities for the company. Document, provide advice, assistance and follow up on company policies & procedures. Coordinate the resolution of specific policy related and procedural problems and enquiries.

Functional Responsibility

1. Policy & Process-
- Create standard formats and set up systems and process covering recruitment, training & development, compensation & benefits, travel, time & attendance, separation, work environment& tools for productivity, performance management.

2. Recruitment-
- Create recruitment plan with inputs from CEO/Operations head
- Facilitate implementation of recruitment plan
- Develop & maintain relationship with employment agencies, universities and other recruitment sources.
- Interview job applicants, review application/resume, evaluate applicant skills and make recommendations regarding applicants qualification.

3. Compensation-
- Prepare and maintain company salary structure, salary bands & job documentation with inputs from management team
- Develop proposals for compensation review following guidelines set by management
- Provide timely salary inputs(Letters to employees, information to payroll),troubleshoot compensation related queries

4. Benefits-
- administer and explain benefits to employees
- Manage attendance and leave process by maintain records and providing necessary inputs for payroll
- Coordinate with administration to ensure smooth running of Personal Accident Insurance Policy.

5. Performance Management-
- Help management Team to identify roles, develop the job description, identify competencies, map

	competence levels in the organization and develop performance management system • Administer performance management system once it is developed
Administrative Responsibility	**MIS & Employee Data** – • Streamline the employees database, maintain and update HR records and generate records as required **People Employee Relations**- • Design and conduct new employee orientations • Effectively plan and execute employee relations activities • Collate and respond to employee concerns within reasonable time frame • Effectively execute disciplinary decisions **Improvement Projects-**Take responsibility for continuous improvement in activities through best practices
About **NetElixir**	Fanatically analytical, search advertising mavens. Technology builders. Friendly experts. Firm believers in sharing knowledge. Founded in 2004 by Udyan Bose, our vision is to touch millions of businesses around the world and aid them in benefitting from search marketing. The NetElixir team consists of a multitude of search marketing engineers, Data scientists, technologists and global operations managers all of whom are constantly ideating, innovating and implementing unique practices that drive towards our vision of empowering search advertisers. With offices in US, UK and India, NetElixir works around the clock, persistently gathering, evaluating, computing, and formulating raw data and turning it into actionable insights for our customers. We work consistently to develop new technology that will improve and facilitate digital marketing efforts across the globe.
Qualification	**PGPM/MBA (HR)**
Adiitional Skillset	• Prior experience in managing the functions mentioned • Interpersonal skills • Ability to work with functional teams • Should be organized and regular • Good communication skills • Good strategy execution skills

	• Fast leaner • Independent decision making
Location	Hyderabad
Compensation	As per industry standards
Work Experience	Prior work experience of 4-8 years is preferred
Contact Person	Interested candidate may send their resume to Anser Syed on "anser.syed@netelixir.com "