

RECRUITMENT OF ASSISTANT MANAGER/MANAGER (HR) FOR CHENNAI

POST CODE: HR/CHE/ JAN 2017

Position: Assistant Manager (HR)/ Manager (HR)

Location: Chennai

Eligibility:

1. Age not exceeding 28 years as on 01-01-2017 (relaxation up to the age of 40 years can be considered based on commensurate, relevant prior experience.)
2. Any Graduation (10+2+3 format) from a UGC recognized university. Post graduation/professional qualification with specialization in Human Resource Management shall be advantageous.
3. Minimum 3 years relevant prior experience (for age not exceeding 28 years) in Human Resource Management, preferably in financial institutions. For age relaxation, commensurate additional experience would be required. Experience other than core human resource management areas will not be considered.
4. Fluency in English is must. Knowledge of Tamil is also a requirement. Knowledge of spoken Hindi would be an added advantage.

Job Description:

- Recruitment- vacancy identification, preparation of JD by indentifying the relevant KRA & KPI, handling logistics of selection process (including liaisoning with recruitment agencies), pre & post recruitment liaisoning with candidates, preparation of offer letter / appointment order.
- Post recruitment follow up, handling the joining formalities, initial employee induction
- Employee skill development through internal/ external training programs - training need analysis, development of training calendar, handling logistics of training programs, liaisoning with faculty, identification of suitable external trainings, post-training evaluation
- Handling posting and transfer as per company policy
- Employee Performance management and conduction of promotion process
- Employee leave, reimbursements, loans and other benefits management
- Payroll management
- Employee severance management
- Any other work related to employee engagement

Key Competencies Required

- Good English communication skill - written and oral
- Ability to deliver in a time bound manner
- Reasonable quantitative aptitude
- Teamwork Skill

- Proficiency in MS Word & Excel
- Working knowledge of HRMS package

Pay & Perquisites:

CTC starting from Rs.4.25 lakhs per annum (fixed + variable) for AM and Rs.7.00 lakhs for Manager. Experienced candidate could be compensated suitably as per market norms and Management discretion. Probation period: 1 year.

HOW TO APPROACH/ ATTEND:

Eligible candidates are requested to come for a WALK IN INTERVIEW with all original testimonials, experience certificates, last 3 months pay slip along with 1 set of photocopy, 2 colour passport size photos, ID Proofs and 2 sets of duly filled in Bio-data as per enclosed format at the following venue on stipulated date & time:

DATE & TIME: January 21, 2017- SATURDAY between 10.00 AM to 5.00 PM

Registration Timing – 10.00 am to 12.00 noon

VENUE : Repco Home Finance Limited
3rd Floor, Alexander Square
No.2, Sardar Patel Road,
Guindy, Chennai - 600032
Ph: 044 - 42106650

The Company reserves the right to accept / reject any / all candidacy without assigning any reason or even abandon the recruitment process. The Company also reserves the right to offer suitable cadre/emoluments to candidates as per its own discretion depending on profile, past experience and performance in the selection process etc. Selected candidates will be communicated the result individually. No further communication/ correspondence in this regard will be entertained.