

<b>Position Title</b>	Human Resource Asst -Manager
<b>Employment Type</b>	Full Time
<b>Location</b>	Mysore

<b>About S3V Vascular</b>	S3V Vascular Technologies is an ISO 13485 and 9001 certified company involved in the manufacture of Cardiovascular Medical devices and Critical Care products such as Drug Eluting Stents, Bare Metal Stents, PTCA Catheters and Aspiration Catheters. S3V Vascular is setting up a USFDA plant for the manufacturing of cardiac catheters and it is building a team for the same.
<b>Job Summary</b>	<ul style="list-style-type: none"> <li>• Dynamic, organized, self-starter leader with a driven work ethic who can fit into a collaborative, results-oriented environment at an exciting growth company past the early start-up phase.</li> <li>• The right candidate will have strong leadership and business facing skills and a passion for helping the business grow and scale to new heights. The role is critical in executing our people initiatives, providing great internal customer support, driving HR functional excellence and process improvement. The role will also be a strategic player in shaping a proper culture.</li> <li>• If you want to build a highly collaborative, ambitious, motivated and fun team of diverse HR professionals, while seeking to challenge yourself, learn, and grow your career as you use your expertise to drive strategic business outcomes and influence massive growth, then we want you!</li> </ul>
<b>Job Description</b>	<p><b>Talent Acquisition</b></p> <ul style="list-style-type: none"> <li>• Lead the end to end Talent Acquisition efforts at S3V to ensure quality and on time hiring of talent.</li> <li>• Ensure recruitment targets are met within the cost and lead time parameters</li> <li>• Coordinate and implement college recruiting initiatives.</li> <li>• Maintaining the work structure by updating job requirements and job descriptions for all positions</li> <li>• Conduct and facilitate the new joiner On boarding program</li> <li>• Design &amp; drive the New Employee induction process</li> </ul> <p><b>Employee Engagement</b></p> <ul style="list-style-type: none"> <li>• Lead implementation of change initiatives within the department pertaining to any HR processes</li> <li>• Lead and facilitate creative employee engagement initiatives.</li> </ul> <p><b>Learning &amp; Development</b></p>

- Co-ordinate with the Project Managers / Dept. Heads and understand the training/competency needs of respective teams, plan and coordinate in delivery of the training calendar.
- Implement the talent management processes for developing and retaining talent within the identified framework.

**Performance Management and Employee Relations**

- Educate employees on the company's performance appraisal practice.
- Moderate performance review calibration process.
- Review and analyse project managers/ dept. lead data to identify trends and recommend solutions to improve performance, retention, and employee experience.
- Work with Project Manager / Dept. Heads and employees to address all types of employee relations issues ensuring a right balance between both the parties

**Compensation and Benefits**

- Identify right Compensation and Benefits intervention matrix for each employee using the benchmarked information.
- Generate monthly payroll and coordinate with Finance team for its monthly processing

**Knowledge, Skills, and Abilities**

- Should have at least 3-5 years' experience in the field of HR with company 100+ employees
- MBA HR from reputed college is preferred
- Ability to work with various departments and foster teamwork.

**Note:** This description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.