



Job Title: Assistant Manager - HR
Location City: Gurgaon (New Delhi National Capital Region)
Industry: Research, Consulting and Advisory Services
Company: Everest Group

Company Description

Everest Group is an advisor to business leaders on global services with a worldwide reputation for helping Global 1000 firms dramatically improve their performance by optimizing their back-and middle-office business services. With a fact-based approach driving outcomes, Everest Group counsels' organizations with complex challenges related to the use and delivery of global services in their pursuits to balance short-term needs with long-term goals. Through its practical consulting, original research and industry resource services, Everest Group helps clients maximize value from internal transformations, shared services, outsourcing and blended model strategies. Established in 1991, Everest Group serves users of global services, providers of services, country organizations and private equity firms, in six continents across all industry categories. For more information, please visit our websites - www.everestgrp.com

Job overview

Managing end to end life cycle of an employee including all coordination, employee queries, general management, databases and HR operations activities; supporting the Talent acquisition team and the HR leader in various projects/ initiatives

Key responsibilities

Sitting at the fulcrum of major coordination internally and externally, this important role requires a smart and dynamic individual who will be responsible for managing the HR operations/ shared services role at Everest Group; be responsible for individually contributing towards:

HR operations:

- Providing collated payroll inputs after review to finance
- Maintaining and generating weekly, monthly HR trackers, reports
- Providing HR dashboards, data for finance and other such trackers from time to time
- Managing employee databases with accuracy, ensuring HR files are completed for audit on time
- Exit management including relieving coordination

Employee coordination:

- Managing employee benefits including enrollments, employee queries, service provider coordination
- Updating and communication or policies, handling employee queries, including relocation, leave policy etc.
- Generating letters, employee certificates as and when required

Coordination with TA team:

- Background verification coordination, execution and report generation

- Coordination with TA leader for projects/ special initiatives wherever required

Overall coordination:

- Support the HR leader for various projects/ initiatives from time to time
- Coordinating with Funcomm (internal employee engagement committee)

Skills

- Excellent project management skills including planning and execution
- Strong oral and written communication skills
- Attention to detail; Intellectual curiosity
- Ability to take independent decisions; strong organizational skills
- Ability to interact and effectively work with others in a team environment
- Professional in appearance; Self-motivated and able to prioritize and work independently
- Working knowledge of MS office.

Education and Experience

We are seeking a high calibre individual to maintain our exceptional standards. This person should have a Bachelor's/master's degree and additional qualification in any stream along with 5-8 years' work experience in HR