

Meeraki Consulting Services

<https://meerakics.com/job/senior-hr/>

Senior HR

Responsibilities

Managing end-to-end process of Joining formalities, provides administrative support to new hires and ensure smooth on-boarding

- Conducting employee orientation and connect sessions at regular interviews
- Manage employee queries and grievances effectively within timelines
- Initiating, monitoring and managing entire background verification process for all new hires
- Develop proactive and influential relationship with employees that guide, support and encourage them throughout the employee life cycle
- Communicating and explaining the organization's HR policies to the employees
- Planning and executing all employee engagement activities and initiatives
- Delivering a consistent approach to all internal communications from HR
- Maintaining HR records, such as those related to compensation, health and medical insurance
- Conducting exit interviews, managing exit/clearance formalities and handling full & final settlement of the employees
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management
- Identify process gaps and propose changes to management for HR process improvement or policy updating

Hiring organization

Meeraki Consulting Services

Employment Type

Full-time

Date posted

December 31, 2020