



Scorecard - Talent Acquisition/Human Resource Manager

Role: Talent Acquisition/Human Resource Manager

Mission/Purpose: To build a team of humble innovators & achievers.

Values:

1. Promote Honesty, Integrity, and Trust: We honour our commitments and conduct business in a manner that promotes fairness, respect, honesty, and trust.
2. Celebrate Teamwork: We encourage the diversity of thoughts, experiences, and backgrounds and celebrate participation and partnership in all of our endeavours.
3. Encourage Communication: We solicit the input of others and strive for transparency and inclusiveness.
4. Focus on Our Customers: We have a passion for service and are committed to knowing our customers' business, anticipating their needs, and exceeding expectations.
5. Embrace Change and Innovation: We are open to possibility and foster creativity and risk-taking to support continuous improvement.
6. Champion Employee Development: We are committed to maximising the potential of every individual and to support and promote Renevik as a learning organisation.
7. Confidence - This is critical through the peaks and the valleys, you must remain confident in yourself, in the team, in the product and in the company.
8. Model Leadership: We lead by example and advocate equitable treatment in our behaviours, policies, and practices.
9. Intellectual curiosity - Be a life long learner and promote learning and skill development culture for individual and organisational growth.
10. Produce Quality Results: We believe those we serve deserve excellent service, a safe, productive, and healthy work environment, and quality results.

Daily responsibilities:

1. You will be overall responsible for the attraction, selection, training, assessment, and rewarding of employees.
2. You will develop and oversee organisational leadership and culture.
3. You will make sure the team coordinates efficiently and identify gaps.
4. You will know our team and you should be the first person they would approach.
5. You will collaborate with managers to identify current and future hiring needs.
6. You will act as a consultant to current and new hires to foster employee engagement, collaborative culture building, effective onboarding, retention and growth.
7. You would be responsible to keep the team energy sky high at all times.
8. You would be responsible to build a healthy hiring pipeline & funnel.

Role Competencies:

1. Proactive
2. Systems oriented
3. Constantly Learning
4. Empathy
5. Leader from within



What technical skills you require to perform in this role:

1. Zoho Suite
2. Maintaining Calendar
3. Email étiquettes.

What soft skills you require to perform in this role:

1. Strong verbal and written communication - English, Gujarati & Hindi
2. Strong presentation skills
3. Strong negotiation skills
4. Strong analytical and critical thinking skills - to exercise sound judgment and engage in high-impact decision-making in a number of areas

Cultural fit:

1. Don't deliver a product, deliver an experience.
2. Underpromise, overdeliver
3. If you are five minutes early, you are already 10 mins late.
4. Without passion you don't have energy, without energy you have nothing
5. Innovation distinguishes between a leader and a follower
6. Wisdom is in knowing what you don't know.
7. Great things in a business are never done by one person, they are done by a team of people.
8. Your will is the most accurate way to predict your future.
9. Our customers are our brand ambassadors
10. Integrity is doing right even when no one is watching.
11. Focus on your customer and lead your people as through their lives depend on your success.
12. It's very important to have a feedback loop, where you are constantly thinking about what you have done and how you could be doing it better.
13. Kaal kare so aaj kar, aaj kare so abh - Kabir.

Outcomes / Responsibilities:**30 day targets:**

1. Complete understanding of all the systems & processes. Refine all the SOP's to be crisper & more relevant to the latest flow.
2. Take complete handover of all HR activities from concerned people.
3. Get complete insight of the growth plans & plan a hiring roadmap accordingly.
4. Learn & Prepare Zoho Recruit for the management of talent acquisition pipeline.
5. Learn & Prepare Zoho People for all the HR admin related management. (Onboarding, FNF Process, Skill Set matrix, Goal setup, etc)
6. Start screening incoming leads, filter the applicable leads & conduct telephonic interviews for round 1 cultural check.
- 7 Start co-ordinating & documenting further Technical, COO & CEO rounds.

60 day targets:

1. Accelerate talent acquisition for new centre expansion (Approximate 25 members).
2. Start conducting weekly/monthly reviews.

90 day targets:

1. Further strengthen the HR department training division & conduct regular training targeting current organisational needs.

KPI's for Recruitment

1. Time to hire
2. Quality of hire
3. Cost of hire
4. Diversity ratio
5. Offer acceptance rate.
6. Hiring funnel
7. 90-day failure rate

KPI's for Performance Management

1. No of weekly/monthly review conducted
2. Employee Review Satisfaction Rating
3. Absence Rate
4. Employee productivity rate - Sales / No. of Employees

KPI's for Training

1. No. of trainings conducted
2. Employee Training Satisfaction rating
3. New Skills Added to the Company

Conclusion:

We are looking for dynamic millennial's & gen-z's with 3-5 years of rich experience. Start Up experience is a “++”.

Location - Goa & Gujarat

CTC - 8-12 Lakhs + PB + ESOP. (Flexible)

Please read the above scorecard carefully as every word has been thought through & is drafted to find us the most compatible match for our company.

If you feel you are the right fit for this role, please apply to the position on <https://www.renevik.com/career>.