

JOB DESCRIPTION

Position Title	Assistant Manager – Talent Acquisition
Company	Gujarat Fluorochemicals Ltd.
Grade / Level	Level – IV
Division / Department	Human Resource / Corporate
Location	Noida

1. JOB PURPOSE

Responsible for managing the resourcing activities and supporting the other HR activities in HR

2. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities	Key Performance Indicators
Recruitment & Selection	<ul style="list-style-type: none"> • Implement the Recruitment Process in the Organization • Prepare JD's and get them approved for new Positions • Cost effective recruitment processes. • Work with Hiring manager in understanding the Resource needs • Identify and screen prospective candidates based on Job requirements and Job specification. • Coordinate & organize the interview as per the schedule. • Salary Negotiation & Salary fitment. • Take necessary approval from Competent authorities before issuing the Offer Letter. 	<ul style="list-style-type: none"> • % Completion of resourcing on time. • Minimize cost of resourcing
Joining & Onboarding	<ul style="list-style-type: none"> • Welcome Note of the New Joinee • Conducting Joining Formalities of new entrants. • Assurance of proper documentation of new joinees. • Interacting with newly selected employees to explain them the company policies and business. • Responsible for the induction of new entrant in the organization. • Preparation of induction schedule in coordination with all the functional heads departments. • Sending data to payroll for personal file management • Creation of mail ID, coordination for Laptop, seating arrangement, stationary, landline. • Arranging the ID cards/ access cards. • Issuing the Welcome kit to the new joinees. 	<ul style="list-style-type: none"> • Error free completion of joining • Getting joining and induction on time
Compliance sustainability and integrity	<ul style="list-style-type: none"> ▪ Ensure all activities under his/her control and supervision are compliant with all the laws of land and statutory requirement. ▪ Conduct all operation of function, ensuring social responsibility and accountabilities by following the company guideline of the same. ▪ Be responsible for ethical operation under his control. ▪ Be responsible for prevention, detection and reporting of bribery and other forms of corruption including breach of code of conduct and other company regulation. ▪ Avoid all such activity that could lead to or imply breach of code of conduct, anti-bribery and anti-corruption etc. 	<p style="text-align: center;">100 % Compliance</p>

SKILLS AND KNOWLEDGE

Educational Qualifications

<ul style="list-style-type: none"> ▪ Any graduate or MBA / diploma in HR

Functional Skills

<ul style="list-style-type: none"> ▪ Strong process orientation ▪ Strong understanding of technical and Non-technical hiring ▪ Willingness to work in variable timings ▪ Good communication skills ▪ Good negotiation skills

Competency Required

Passion for growth	Strategic Influence	Breakthrough thinking	Inspirational Leadership
Demonstrates Passion Delivery Excellence Self Motivation	Persuasion Effective Communication Trust Building	Lateral Thinking Out of Box Thinking Fostering Innovation	Clear Vision Decision Making People Champion
It is the personal drive to transform the business, by enabling individuals to go to the extra mile in delivering excellent performance, for which, Competitiveness, innovation and goal setting act as a catalyst. It emanates from the achievement motive, the drive to continuously strive for excellence and to win.	It is the intention to persuade, convince, influence & build commitment with others, to gain their ideas, proposals, projects and solutions without the use of hierarchical power, to adopt a specific course of action, for meeting the objectives of the organization.	It is the deliberate, focused effort aimed at developing radically new approaches that overcome present constraints. Instead of making incremental changes in the older ways of working, it creates new paradigms and explores uncommon ways and solutions. It relies on idea generation or lateral problem solving, that is not constrained by self-imposed limits or conventional barriers.	It means the development and communication of a clear vision of goals to be achieved in the future and the ability to influence, motivate the behaviour and attitude of others to lead them for achieving the same. Inspirational Leadership emerges as a significant predictor of individual's trust in team members and commitment to the team.

Relevant and total years of Experience

- Minimum 5 years of work experience in similar fields.
- Experience with Chemical Manufacturing companies shall be preferred.