

## **Job Title: HR Recruiter (Talent Acquisition) – Integrated PV Manufacturing**

**Location:** Hyderabad, Andhra Pradesh

**About the client:** One of the leading Indian Multinational Conglomerate (Manufacturing B2B) headquartered in Hyderabad.

### **Job Purpose**

This position will be responsible for all aspects to lead the talent acquisition part of the Integrated PV Plant (Ingot, wafering, cell & module) with complete End to End manpower sourcing for various position levels from operators to engineers to managers to leadership

**Job Title:** Manager / Sr. Manager

**Education and Experience:** B.E./B.Tech with MBA and 12-15 years' experience in HR Recruitment in solar cell / module manufacturing or battery industries or from electronic manufacturing services.

### **Job Description**

- The HR Lead will be responsible for front line strategic human resources support ensuring Human Resources functions and activities run effectively, efficiently, and in accordance with INDOSOL's Core Values.
- Will also lead and support more complex HR initiatives and analysis and special projects as assigned and act as a mentor to HR Generalists to ensure a "best in class", customer focused HR Organization.
- Will lead HR Talent management at Corporate, Identify Hi-pots & create Individual development plan (IDPs), Career Conversations, Engagement Surveys & organizational development (OD) Interventions, Talent review and succession planning process, Leadership & Succession Development
- He/She must have Hands-on experience in talent acquisition, talent management, succession planning, employee engagement, performance management, HR analytics, reward and recognition, process automation, employee lifecycle management, retention and psychometric assessment. Manage and supervise a team of HR Generalist in term of providing guidance, support, managing team's performance and skill development.
- Assist Site Human Resources Sr. Manager in managing the operation portion of Human Resources function at the site to ensure all spectrum of Human Resources functions and activities run effectively and efficiently and in accordance with INDOSOL's culture.
- Be an Effective Business Partner by providing ongoing HR support as Contracted with the Business Operations.
- Support/advice Managers and Associates on issues dealing with Employee Performance and Compensation Planning.
- Be an Effective Consultant on Organizational Development issues and initiatives. Work with the Operations to Prepare the Workplace for Changes in Business and Demographic Trends and Responding to those changes.

- Broker with our partners in Human Resources Specialist Roles to provide seamless Products and Services to meet Specific Business /Organizational Needs.
- Be in charge of one HR Focus Area that are Training and Development, Compensation, Benefits, Culture and Wellness. Experience:
- 6 to 8 years progressive experience in Human Resources, required
- Experience working in a corporate environment, required
- Adept in working with different personality types and has the skill to be influential with all levels of management and staff
- Skilled in auditing and consulting the business on best practices, processes, and reporting risks and or changes to ensure compliance with internal and external reporting requirements
- Process oriented with strong organizational and communication skills
- Build strong customer relationships and positively maintain those relationships through timely responses and cooperation to achieve mutual goals and objectives
- Self-motivated, people sensitive, results oriented \* Ability to effectively use a broad range of tools to support audit work, including data analysis, benchmarking and business research tools. \* Must be detail oriented and consistently accurate
- Excellent project management ability; follow-up and meet deadlines
- Excellent verbal and written communication skills in English, Hindi & Telugu (desirable)
- Strong interpersonal and problem-solving skills
- Ability to work with various organizations and associates throughout the company
- Ability to prioritize and shift focus in a rapid changing and dynamic environment
- Proficient use of all Microsoft Office Suite programs
- Creative and resilient to evolve continuously to take the emerging opportunities
- Working together to achieve the final goals Essential Responsibilities
- Partnering with department leaders throughout the organization to provide HR guidance in all employee relations matters, includes coaching managers on associate issues to bring them to resolution, conducting investigations, aiding department leaders with organizational alignment and headcount management, promotions, demotions, etc.
- Partner with Human Resources SME's to coordinate and facilitate special business projects
- Provide assistance and training to department leaders and associates on the interpretation and enforcement of employment laws, HR policies and procedures.
- Resolve associate relations issues \* Maintain confidentiality of all associates, company and customer information
- Assist in the development and implementation of personnel policies and procedures; policy interpretation and adherence
- Participate with planning and implementation of team and personal goals
- Source Profiles/ CVs from various sourcing channels as per the job requirements
- Screen profiles and conduct pre-interview screening assessment of candidates to assess suitability
- Organize Interviews of candidates with the panel
- Obtain all the required documents from the candidates
- Negotiate salary with candidates and close offers

## **Skills Required**

- Good Communication skill
- Influencing skill
- Excellent negotiations
- Ability to multi task
- Stakeholder management skill