

RECRUITMENT OF MANAGER FOR HR IN CORPORATE OFFICE, CHENNAI

Post Code: MGR - HR - CO - JULY 2022

Position: Manager

Location: Corporate Office, Chennai

Eligibility:

1. Age not exceeding 28 years as on 01-08-2022 (relaxation generally up to 40 years of age can be considered based on commensurate, relevant prior experience).
2. Any Graduation (10+2+3 format) with minimum 50% marks from a UGC recognized University. Graduates from Open University will not be considered. Specialized qualification for HR like MBA (HR), MSW preferred.
3. Minimum 3 years relevant prior experience (for age not exceeding 28 years) in Human Resource Management, preferably in Financial Institutions. For age relaxation, commensurate additional experience would be required. Experience other than core Human Resource Management areas will not be considered.
4. Fluency in English besides Tamil is must. Knowledge of Hindi will be an added advantage.
5. Early joining will be preferred.
6. Candidates having pending disciplinary action against them at the time of applying for the position or having been punished under disciplinary proceedings in last 5 years will not be considered eligible. All appointments are subject to satisfactory reference / background verification.
7. No requests for transfer would be considered for a period of 3 years.
8. Candidates terminated by any previous employers are not eligible to apply.
9. RHFL Internal candidates are not eligible to apply.

Job Description:

- Recruitment - vacancy identification, preparation of JD by identifying the relevant KRA & KPI, handling end to end Recruitment process (including liaising with recruitment agencies), pre & post recruitment liaising with candidates, preparation of offer letter / appointment order.
- Post recruitment follow up, handling the joining formalities, initial employee induction
- Employee skill development through internal/ external training programs – training need analysis, development of training calendar, handling logistics of training programs, liaising with faculty, identification of suitable external trainings, post-training evaluation
- Handling posting and transfer as per company policy
- Employee performance management and conduction of promotion process
- Employee leave, reimbursements, loans and other benefits management

- Payroll management
- Employee severance management
- Any other work related to employee engagement.
- Any other work as assigned from time to time.

Key Competencies Required

- Good communication skill - verbal and written
- Ability to deliver in a time bound manner
- Interpersonal skill, leadership qualities and team management
- Multitasking ability
- Planning and organizing skill
- Working knowledge of HRMS
- Proficiency in MS - Word and Excel.

Pay & Perquisites:

Monthly Gross Pay including Meal Card starting from Rs.24000/- per month for Assistant Manager Cadre and Rs.48000/- per month for Manager Cadre + Variable Performance Incentive & Perquisites as per extant policy of the Company. However, experienced candidate would be compensated suitably as per market norms and Management discretion, based on prior experience and performance in the selection process.

PROBATION: 1 year (extendable based on performance)

How to Apply:

Eligible candidates are requested to apply only as per the enclosed bio-data format (along with NOC if applicable and with detailed CV). Applications shall be sent by post/ courier. Applications sent without the Bio Data format/ sent by any other mode or by hand will not be considered.

Applications in a sealed envelope super-scribing the **“Application for the post of Manager - HR - Corporate Office, Chennai - July 2022”** shall be forwarded to the address as given below to reach the addressee **on or before 5 pm on August 12, 2022:**

By Post/ Courier to:

The Chief General Manager (HR)
RepcO Home Finance Limited
3rd Floor, Alexander Square
New No. 2/Old No. 34 & 35
Sardar Patel Road, Guindy
Chennai- 600 032.

Applications received after due date and without prescribed Bio Data format or through any other mode/ by hand/ by mail except by post/ courier will not be considered.

The shortlisting will be done as per the prescribed criteria and as per management discretion depending upon the number of applications received. The shortlisted candidates shall be called for further selection process subsequently. The date & venue & mode of the same will

be communicated to the shortlisted candidates individually in due course. The Company reserves the right to accept/reject any/all applications and/ or modify any of the eligibility conditions without assigning any reason or even abandon the recruitment process. The Company also reserves the right to offer suitable cadre/emoluments to candidates as per its own discretion depending on profile, past experience and performance in the selection process etc. No further communication/ correspondence in this regard after submission of application will be entertained. Bringing external influence will lead to disqualification.

For eligible candidates of Repco Group of Institutions, NOC from the Competent Authority has to be obtained before applying for the above position.
