



White Globe

White Globe is Asia's leading Language Service Provider (LSP) offering Translation & Localisation services in more than 350 Foreign and Indian Languages. These services are mainly used by MNC Companies who do business in multiple languages or Indian Multinationals with Global presence. In a short span of Four years White Globe is already servicing more than **750 clients** across the globe including **more than 50 Fortune 500 Companies**. Right from its inception, White Globe has won several Industry leading accolades like *"The Company of the Year 2019"*, *Best in Translation and Localisation- India, Corporate Excellence Award, UK.* *"The Most Admired Language Service Provider in India, CEO of the Year 2019 etc.*

White Globe services are backed by advanced technology and an innovative knowledge centre. The services are delivered maintaining very high level of Quality by a team of highly competent project managers and delivery professionals. White Globe offers a dynamic work environment to encourage innovative thinking and honing one's leadership skills

White Globe is developing various Business Verticals and creating Lines of Business (LOB) on top of the Core Language Services Business. White Globe has already identified various LOB's like Translation and Interpretation, Multi-Media Services, Website Localisation, Software Localisation, Multi-lingual Lead Generation and Contact Centre and Recruitment & Placement Services

We believe remarkable talent, enthusiasm, and creative thinking add up to great work. We're looking for an experienced and talented HR Business Partner to make sure human resource policy and procedure throughout the organization fit the needs, goals, and aims of the organization and its top leadership. The incumbent will be responsible for aligning business objectives with employees and management. The position is responsible to formulate partnerships across the HR function to deliver value-added service to management and employees that reflect the business objectives of the organization. The incumbent will maintain an effective level of business literacy about the company's financial position, its midrange plans, its culture and its competition.

Please visit: www.whiteglobe.co.in

POSITION DESCRIPTION SUMMARY

Function: **HR**

Location: Mumbai

Position Title: Sr. HR Manager

Reporting to: Director

I) Position Summary



Key Objective / Purpose of the Job:

Recruitment / Talent Acquisition

- o Sourcing/selecting best possible match,*
- o Conducting and/or coordinating interviews with people/tech panel responsible,*
- o Maintaining up to date database of potential candidates*
- o keeping track of cost involved*
- o Negotiate and follow-ups with selected candidates till joining*
- o Onboarding process - Induction & Joining Formality*
- o Develop and implement an employee referral program*

b) Major Activities

HRIS

- o Maintaining records of people selected/rejected/offers released/revoked / employees referral etc
- o Maintaining Employee database and maintaining personal files
- o Maintaining database for contractual, permanent/probationary employees
- o Attendance and Leave record management
- o Manage attrition and generate intelligent MIS to manage healthy attrition levels
- HR Ops
- o create and implement innovative solutions for a variety of employee engagement initiatives
- o Implement and administer corporate policies/programs/procedures
- o Provide ongoing support to the leadership team on HR related matters, policies and procedures
- o Work with managers and employees to address all types of employee relations issues ensuring a balance in representing all parties interests
- o Ensure all aspects of separation are carried out smoothly
- o Keep abreast with changes/modifications in the Statutory Compliance requirement

Training, Learning & Development

- Partner with managers to retain, develop and motivate people to achieve their fullest potential.
- o Assess training needs and conduct/coordinate 1:1 and/or group training sessions as appropriate
- Performance Appraisal
- o Complete appraisal lifecycle depending upon the responsibility given by HOD
- o Review and analyze data to identify trends and recommend solutions to improve performance, retention, and employee experience



- o Plan, manage and provide continuous improvement into all aspects to achieve strategic objectives therein.

Compensation & Benefits

-
- o Development and administration of HR compensation plans
- o Payroll process
- o PF formalities
- o Provide compensation support including salary planning, approval of salary actions, promotions and job re-leveling

II) Person Specification:

<p>a) Essential Qualifications:</p>	<p>Masters Degree/ MBA with specialization in Human Resource Management Proficiency in Microsoft Word, Excel, and Office Suite Knowledge of HRMS Software's</p>
<p>b) Requisite Skills:</p> <ul style="list-style-type: none"> ➤ Work Experience 	<ul style="list-style-type: none"> ➤ Minimum 6 years' experience in HR function, preferably Services Industry ➤ Strong recruiting and demonstrated ability to improve talent acquisition strategies ➤ Demonstrated expertise training managers and employees ➤ Strong organizational, critical thinking and communications skills ➤ Attention to detail and good judgement