



- Position – HR Manager
- Experience – 4-6yrs
- Compensation – Best in Industry
- Open Positions - 1
- Location - Gurugram

## **Eligibility Requirements**

- A minimum of 3 years of experience.
- Proven working experience as HR Manager or HR Executive.
- People oriented and results driven.
- Demonstrable experience with Human Resources metrics.
- Knowledge of HR systems and databases.
- Ability to architect strategy along with leadership skills.
- Excellent active listening, negotiation, and presentation skills.
- Competence to build and effectively manage interpersonal relationships at all levels of the company.
- Knowledge of labor law and HR best practices.
- Degree in Human Resources or related field.

## **Job Description & Responsibilities**

- Managing talent acquisition process, including sourcing, testing, interviewing, hiring and onboarding.
- Preparing job descriptions, posting ads and managing the hiring process
- Working with upper management to develop a recruitment plan.
- Maintain employee records (attendance etc.) according to policy and legal requirements and assist in performance management processes
- Maintaining pay plan and benefits program.
- Support the development and implementation of HR initiatives and systems
- Provide counseling on policies and procedures
- Develop training and development programs
- Support the management of disciplinary and grievance issues

## **About us**

We are a women lead, unique e-commerce platform, offering a concept that will revolutionize the online shopping experience. With an estimated launch in early 2024, we will provide customers a chance to shop for clothes in a way like never before. Phase 1 will focus on launch in Indian market.

Vivi Rooms is part of London based, Euromax Capital ([www.euromaxcapital.com](http://www.euromaxcapital.com)) among which includes the most innovative & promising Artificial Intelligence enabled Biometric Software Platform, Products & Solutions designing organizations Biocube Technologies ([www.biocube.ai](http://www.biocube.ai)).

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