

# Verve Advisory Pvt. Ltd.

## Human Resource Generalist

### Job Profile Details

Placement Cycle

**ARKA JAIN University - Placements 2024-25**

Job Location

WORK FROM HOME

Date of Visit

NA

Position Type

Full Time

Expected Hires

NA

Sector

Human Resources

CTC

INR 450000

Category

Level 2 - General

Description

## Roles & Responsibilities:

- Cultural brand building: Be the cultural ambassador of VERVE ADVISORY - nurture the core values & principles of Verve.
- Social Media Management: Ensure the social media pages of Organisation are well maintained, support the team whenever required & generate monthly
- Virtual Management: Lead the virtual management team & ensure the smooth virtual management of the office.
- Employee lifecycle management: Manage cyclical HR programs (On-boarding to Exit) around goal setting, performance management, compensation planning, employee engagement (including workations), payroll, employee relations, grievance handling etc.
- Recruitment management: Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- HR Systems and Processes: Develop and monitor overall HR strategies, systems, tactics and procedures as per the growing organizational Re-designing of HR policies as per the changing business requirements.
- Learning and Development: Identify the training gaps between the current and future requirements of the

organizational roles and fill Accordingly, plan role wise training and group training.

- HRIS:Maintain HR related dashboards and provide insights towards organizational efficiencies. Report to management and provide decision support through HR metrics.
- Compliance:Maintaining all legal compliances under labor laws of prevention of Sexual Harassment, Provident Fund, PT, ESIC etc.
- Organizational expansion:Setting up of standard HR practices, building and replicating the culture, change management, OD interventions etc.

## Technical Skills:

- A fresher candidate is a
- Possess great interpersonal skills and work with
- Possess initiative, a positive attitude and leadership
- Able to work independently and manage a team of 1-

## Perks & benefits:

- Flexible working hours
- Permanent Virtual office
- Ethically strong culture and value bases organization to work with
- Great learning exposure
- Highly supportive team and learning serious concepts through fun
- Travelling 25-35 days in a

## Pre-requisites:

- Own laptop and a proper wifi connection
- Immediate joiners are

### Open for Courses

#### - Jain - Arka Jain University Jharkhand

*MBA (Semester)*

1. Business Administration & Management
2. Finance
3. Human Resources
4. Commerce
5. Finance & Financial Management

- 6. Marketing
- 7. Marketing & Sales
- 8. Marketing & Finance
- 9. Marketing & Human Resource

## Eligibility Criteria

MBA (Semester)

*All students are eligible*

Work Experience Criteria

No work experience based criteria defined yet!

Allowed Genders

[Y] Male students  
[Y] Female students  
[Y] Other Genders

Backlogs

Students with backlog(s) not allowed

## Hiring Workflow

**Pre-placement Talk**

*No Venue/Time specified*

**HR interview**

*No Venue/Time specified*

## Additional Info

No additional information