

JOB DESCRIPTION

Job Title	<ul style="list-style-type: none"> • HR Business Partner
Location	<ul style="list-style-type: none"> • Nariman Point, Mumbai
Reporting to	<ul style="list-style-type: none"> • Senior Manager
Experience	<ul style="list-style-type: none"> • 7 to 12 years
Job responsibilities	<ul style="list-style-type: none"> • Educating store managers and retail staff about all HR procedures and SOPs and ensuring execution of updated organizational strategies • Visiting stores at regular intervals • Addressing queries on issues related to compensation, labour regulations, and all other relevant topics • Participating in investigations, resolving major employee grievance cases, and counselling employees and supervisors on HR issues • Preparing weekly/monthly/quarterly monthly operations reviews • Preparing and grooming employees by conducting orientation and training programs • Educating employees on all benefits programs • Scheduling open house, townhalls, seminars and sessions with employees and management • Empowering an inspiring team environment with an open communication culture
Job requirements	<ul style="list-style-type: none"> • At least one stint in the retail industry • At least 3 years of experience as HR Business Partner, HR Operations Manager, HR Manager or similar role • Extensive knowledge about labour laws and labour compliances • Experience in designing compensation and benefits packages • Ability to develop and successfully implement clear and fair company policies • Excellent analytical and decision-making abilities • Proven team management skills
Qualifications	<ul style="list-style-type: none"> • MBA in HR (Full-time) preferably from XISS, GIM, LIBA, XIME, Symbiosis, NMIMS , IMT, IMI, TISS, XLRI, New IIM(s)