

## SASVITHA HOME FINANCE LIMITED

Sasvitha Home Finance Ltd is a fast growing Chennai based HFC with 22 branches , 75 employees and on an expansion track towards adding 15 branches and 60 employees every year.

**Position Open :** HR Manager/ Asst Manager

Experience : 3 - 5 years

Education : Graduate, Post-graduate ( HR )

Experience with HFCs / NBFCs / Banks / Financial Services preferred.

### KEY DUTIES & RESPONSIBILITIES OF THE ROLE :

- Ensure timely closure of Employee life cycle HR processes (e.g. Recruitment, Screening, coordinating interviews, offer processing and post offer engagement, transfer, Leave Request, Performance Management, Progressions, Salary revisions etc.) thereby influencing Employee Retention
- Optimally utilizing various Sourcing parameters/criteria, Use various channels / source of hiring through Job portal, Social Media Recruitment etc. Adherence to budgets, recruitment cost, TATs.
- Closing positions within a defined turnaround time and as per requirements. Adherence to defined timelines with respect to Indent to Offer, Shortlisting to Offer, Offer to joining.
- Payroll , PF / ESI / other statutory processing
- Prepare periodic reports to track and monitor performance against manpower plan and budget, and accuracy of hiring and other performance metrics.
- Ensure talent engagement & development activities through Performance Management, Reward Management, Career Development, and Culture Building. Responsible for execution of HR initiatives, Employee engagement initiatives, along with managing employee relation activities and Branch openings.
- Adherence to timelines in creating employee codes, generation of appointment letters, issuance of ID cards, completion of employee file, post-employment verification, etc.
- Communication of policies and practices to the employees for positive environment & addressing their needs & grievances through meetings, orientation etc.
- Actively engaging with all employees of the region, identifying employee concerns/ behavior, raising red flag and report observations to the seniors. Conducting Exit interviews.

### SKILLS

- Strong analytical ability & eye for detail
- Ability to influence , Excellent Communication and Written skills
- Proficient in Microsoft Office suite
- Openness to travel, as required.

**Functional Areas:** HR & Admin

Send your resumes to [hr@sasvithahome.com](mailto:hr@sasvithahome.com) (or)

Apply online : [www.sasvithahome.com](http://www.sasvithahome.com)