

**Position Title Assistant Manager / Manager – HR Band: 1**

**Location:** Ludhiana, Punjab/ Jodhpur, Rajasthan

**Reporting to Head – Regional HR operation Team**

**size:** Individual Contributor role **Qualification:** MBA

(HR) or MSW in HR **Experience (in years):** 4-10 yrs

**About the Job:**

We are looking for a Regional Human Resources Manager to manage and enhance HR functions for the assign region. This role is pivotal in executing hiring processes, fostering employee engagement, and managing the complete employee lifecycle for both teaching and non-teaching staff.

**Key Responsibilities:**

1. Recruitment: Execute effective hiring processes, including sourcing, reviewing applications, and coordinating interviews for all regional positions including teachers.
2. Onboarding and Induction: Lead the onboarding and induction process for new employees to ensure a smooth integration into the organization.
3. Employee Engagement: Collaborate and partner with the Regional Head to develop and implement tailored employee engagement initiatives that foster a positive workplace culture.
4. Lifecycle Management: Manage the entire employee lifecycle within the region, from recruitment through to exit, while implementing organizational policies and processes at the grassroots level.
5. Grievance Resolution: Address employee grievances and complaints promptly to maintain a supportive work environment.
6. Data Management: Ensure the accuracy and integrity of employee data in the HR Management System (HRMS).
7. Support Functions: Assist with onboarding, payroll, attendance, statutory compliance, and exit processes as needed.
8. Training Coordination: Work with the L&D team to facilitate timely and effective regional training programs.
9. Event Planning: Support the planning and execution of regional organizational events.

**Skills & Experience required:**

- Strong knowledge of HR best practices and labor regulations.
- Excellent interpersonal and communication skills in both Hindi and English.
- Resourceful, proactive and solution-oriented.
- Data oriented with analytical skills.
- Ability to handle sensitive information with confidentiality.
- Proficient in HR software/ERP and Microsoft Office Suite.
- Knowledge of local language is preferred however not mandatory.

Interested and eligible candidates are requested to apply by sending their updated CV to [hr@gleekvell.com](mailto:hr@gleekvell.com) with the exact **position name ‘Assistant Manager / Sr. Executive-Quality’** in the email subject line.

Also, please mention **preferred location, current CTC / expected CTC & Notice Period in the mail body.**  
*Only shortlisted candidates will be contacted for the interview*