

ABOUT MYABHYAAS

MyAbhyaas, an online marketplace for professional courses, aims to leverage technology to provide personalized learning to students and professionals.

We are a group of knowledge professionals with strong focus on developing the ability to learn and excel. We believe excellence in education provides a level-playing field to millions of youth, especially in the current era of cutthroat competition. At MyAbhyaas, we combine the power of Internet and technology to create personalized learning techniques to help students enhance their skills, improve their learning abilities and emerge as competent professionals. MyAbhyaas facilitates step-by-step evaluation and enhancement of technical and conceptual capabilities.

ABOUT THE POSITION

We are looking for a young and energetic person as **Head of Human Resources** to help us better plan and manage our human resources programs. As Head of this key vertical, you will be responsible for all people based activity within the company, from both an operational and strategic perspective.

JOB SPECIFICATION

- Position : **Head – Human Resources**
- Location : Mumbai
- Reporting To : Chairman

KEY RESPONSIBILITIES

Assume leadership role to help the founder establish a high performing and effective people driven organization.

- Develop and implement an annual agenda for HR strategy in line with the company's business plan.
- Ensure HR plans support the needs of the business but are also flexible enough to cope with changes
- Provide information and reports on data such as staff turnover, references, cost per hire, training hours per person, etc.
- Conduct training needs analysis and designs and implement a training plan. Manage costs to budget.
- Ensure all staff receive appraisals in accordance with company policy and monitor probationary periods
- Co-ordinate recruitment throughout the company through management of a recruitment team/HR team.
- Ensure all Job Descriptions are kept up to date, create new JDs as and when necessary
- Deal with any performance or grievance issues in a legally compliant and professional way
- Review all staff salaries and make recommendations for pay rises in consultation with department heads. Implement any increases and promotions.
- Maintain a succession plan for all departments

POSITION REQUIREMENTS

- Previous experience of managing an Human Resources team
- Demonstrate an understanding of personalities; work collaboratively with a variety of people
- Strong working knowledge of employment law issues and the ability to apply these to a variety of situations using a pragmatic and common sense approach
- Excellent listening, negotiation and presentation skills
- Excellent verbal and written communications skills
- MBA (HR) or equivalent with 10+ years of relevant experience
- Pro-active and highly motivated
- "Do what it takes" attitude to meet aggressive deadlines

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CIN: U74999MH2015PTC267805

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