

Company Name: ValuEnable Pvt Ltd (A Zerodha backed Insurtech)

Position: HR Manager (Recruitment Specialist)

We are seeking an experienced HR Manager to join our company and oversee all aspects of human resources operations. The HR Manager will be responsible for attracting and recruiting top talent for our fast growing teams, developing and implementing HR strategies, policies, and procedures to ensure the organization develops, and retains top talent. The ideal candidate will have a strong background in Recruitment, HR management, excellent interpersonal skills, and a deep understanding of HR best practices.

Responsibilities:

- Oversee the recruitment and selection process, including job postings, resume screening, interviewing, and hiring decisions
- Develop and implement HR policies, procedures, and programs in alignment with the organization's goals and objectives.
- Ensure compliance with employment laws and regulations and stay up-to-date with changes in legislation.
- Administer employee benefits, engagement programs and leave management.
- Manage employee relations issues, including conflict resolution, disciplinary actions, and grievances.
- Maintain accurate employee records and ensure employee data confidentiality.
- Develop and maintain an effective performance management system, including performance appraisals, goal setting, and employee development plans.
- Monitor and analyze HR metrics, such as turnover rates, employee engagement, and training effectiveness, and make recommendations for improvement.
- Stay current with industry trends and best practices in HR and proactively recommend improvements to HR policies and practices.

Why Should You Consider Working (In this Role!) With ValuEnable?

- We are a 3.5-year old well-funded and profitable, service focused insurtech venture with a employee strength of 130+ and growing, solving a USD 40 Bn per year customer retention problem for insurers. We work with 9 of the top 10 private Life insurers in the country helping them solve this problem.
- One of India's most well respected financial institute, **Zerodha**, is our lead institutional investor through its fintech investment arm, Rainmatter Fintech Investment
- You will work with significantly senior levels at our partners' end, helping address their specific requirements.
- Opportunity to participate in ESOP Pool of an early-stage venture

Requirements

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Solid understanding of recruitment and selection techniques and experience in developing effective talent acquisition strategies.
- 5-7 years of proven work experience as an HR Manager with minimum 3 years in recruitment, preferably in a fast-paced and dynamic environment.
- Thorough knowledge of HR principles, practices, and employment laws and regulations.
- Strong interpersonal and communication skills with the ability to build relationships and influence at all levels of the organization.