



JD FOR HUMAN RESOURCES

ABOUT US

Radhakrishna Food Services Private Limited (RFSPL) is a social business enterprise of the PLANET group which is conceived as an innovative enterprise model integrating Nutrition, Food Safety, Women Empowerment and Community Engagement through a low-cost food service platform leveraging food technology.

Our model delivers safe, consistent, nutritious and hygienic food through the intricately developed operational methodology and food technology, simplifying last mile delivery mechanisms even in hard to reach, diverse demography and geography. Our focus is to contribute to the overall growth and development of the beneficiaries of various mass feeding programs (ICDS/MDM/Disaster) by providing them safe and adequate nutrition and thus aligning our solution with the Sustainable Development Goal of Zero Hunger.

WHY THIS ROLE MATTERS?

This position will be responsible for end to end HR solutions for the organization. To manage all the HR functions and act as a primary consultant to business unit on all HR matters.

WHAT I AM SUPPOSED TO DO?

Recruitment:

- Work with senior management to identify the human resource requirement of every department and find the best fit candidate for all open positions
- Prepare JDs for all the positions and manage end to end recruitment process
- Recruitment of Factory workers for the production unit and Field Counsellors at project locations
- Recruitment of staff at the executive and managerial positions
- Recruitment of interns and management of volunteers as per requirement
- Preparation of Salary Structure, Offer & Appointment letter and negotiation with candidates
- Plan and execute the Induction Program as per requirement

Training and Organization Development:

- Identifying training and development needs within the organization through job analysis, appraisal schemes and regular consultation with business managers' and operations' team
- Training Need Analysis
- Competency Mapping / Designing Competency Matrices
- Conceptualizing training programs and execution of training delivery to H.O. staff and front-end team/ operations team

Performance Management, Competency Mapping & Appraisal:

- Reviewing and redesigning Performance Appraisal Systems
- Ensuring an ongoing Competency Mapping process
- Support the Management and HR team in Organization Development exercise and restructuring
- Regularly updating the HR Policy & Procedures Manual and Field Manuals
- Managing all organizational performance issues
- Devise and implement policies and strategies for the development of organizations' performance
- Involved in final appraisal/rating after receiving the feedback
- Involved in the supervision of the effectiveness of the HR systems and Processes
- Assisting in framing, analyzing and revising the existing HR policies



- Roll out of increments including pay fixation in promotion cases
- Execution of Mid-year and annual goal setting process
- Designing and implementation of annual appraisal related exercises for feedback sessions, Competency mapping
- Analyze, identify and communicate training needs for different regions through Training need calendar after concluding annual appraisal process
- Support the design, implementation and administration of Annual Review Program

Employee Engagement:

- Organize monthly employee engagement activities as per a planned schedule in addition to celebrating various festivals and dates of national importance to strengthen employee bonding with the organization

Exit Process Management:

- Process resignations of concerned employees and ensure final settlement on time
- Conduct exit interviews and report findings to respective HOD and find solutions to issues raised, if any

Payroll Management:

- Management of attendance of staff from biometric software regularly
- Update relevant employee information on software
- Update leave and attendance data on monthly basis
- Finalize attendance of workers and staff & prepare salary sheet
- Prepare and check salary statement & forward relevant information to finance department for salary processing every month
- Final audit of salary sheets of all staff members before processing
- Process salary disbursement with banks and check if every employee has received credit on time
- Ensure salary slips are sent to all staff members

Statutory Compliances:

- Basic knowledge of Indian Labour Laws, Shop & Establishment Act, TDS, PF, ESIC, Minimum Wages, and other relevant regulations with respect to HR and keep track of regular updates
- Send relevant data to consultant for PF and ESIC submission
- Maintaining PF & ESIC challan records
- Maintaining records of registers as per the statutory compliances
- Coordinating with Mediclaim Consultant for Mediclaim of Employees
- Ensure all compliances with respect to HR from time to time

Administration:

- Responsible for office administration

WHAT AUTHORITIES DO I HAVE?

You will have the necessary authorities to carry out the responsibilities stated above

WHO WILL I INTERACT WITH?

Internal: All the departments and Senior Management

External: Vendors

REQUIREMENTS FOR THE JOB ROLE

Education Qualification

- Post-Graduation in HR

Work Experience

- Above 5 years



Radhakrishna Food Services Private Limited (RFSPL)

Ground Floor, Radhakrishna House, Majiwade Village Road, Majiwade,
Thane West, PIN – 400 601

Phone: 022-25400103, Website: www.rfspl.in

Core Competencies

- Sound knowledge/ exposure of the HR processes, policies and sub systems
- Self-driven and take initiative
- Negotiation & conflict resolution skills
- Ability to work efficiently with diverse groups of people and teams
- Communication Skills
- Quick learner & adapts well to changes and pressure in work place
- Committed to meeting deadlines and schedules
- Leadership skills to lead projects & handle work independently
- Good judgment and ability to make decision in a timely manner

OTHER DETAILS

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|------------------|---------------------------------|--------------------|--------------------------|
| Title: | Asst. Manager/ Sr. Executive HR | Reports To: | Head Business Operations |
| Function: | HR | Reportees: | NA |
| Job Type: | Full Time | Location: | Thane |

Compensation: Commensurate with experience and industry standards

Interested Candidates can share their CV on hr@rfspl.in with subject line *“Application for HR Position”*