

JOB DESCRIPTION			
<b>Role Name</b>	Executive Trainee - HR		
<b>Role purpose</b>	To manage specific sub domains as provided below and assist corporate HR Operations in day to day operational executions		
<b>Document created by</b>	Naveen Kumar		
<b>Document Approved by</b>	Naveen Kumar		
<b>Responsibilities Heads</b>	<b>KRA (Key Result Areas)</b>	<b>KPI (Key Performance Indicators)</b>	
<b>Review/Meeting</b>	Planning, organisation, communication	To plan, organise and communicate for periodic reviews and meetings, and adhoc reviews and meetings.	
	Action points and communication	Preparation of SMART action points and communication to all participants on the same day of meeting and review.	
	Tracking and updates	To keep track of all action points as per accountability and target dates and ensure necessary feedbacks.	
<b>Surveys and Benchmarking</b>	Summarisation of report	To proactively keep track of survey reports, summarization for the purpose of benchmarking.	
	Benchmarking, presentation and recommendation	Benchmarking survey data vis-à-vis AIS data and practices. Identification of gaps, recommendation for AIS and presentation	
	Implementation and horizontal deployment	Implementation of approved recommendations through proper planning, communication, execution, corrective actions, and horizontal deployment	
<b>HR Operations</b>	To keep all the files of the employees updated as per the checklist	As per the checklist defined	
	Issuance of the confirmation letter, Transfer letter	As per the TAT	
	Verify the documents before release of the organization announcement for Section Heads and above (except DSO)	As per the BPF	
	Verify the documents before release of the appointment letter	As per the checklist defined	
<b>Compliance and Labour Management</b>	Statutory compliance reports and contract labour management report	To communicate all location to share their respective SCR & CLM reports as per specify process and timelines, to collect all reports, study and summarise for information to COOs	
	Periodic requirements from locations	To coordinate and communicate for periodic requests of compliances from locations and ensure closure	
	Specific projects	To coordinate and assist for fulfilment of HR compliances as per specific projects	
<b>Miscellaneous and Adhoc</b>	Execution of miscellaneous and adhoc requirements of team as per specified time frames and guidelines		
<b>Knowledge</b>	Surveys, benchmarking, compensation and benefits, taxation, HR compliances, PMS, Operations, MS Office and other related HR concepts and theories	<b>Experience (No of years)</b>	Fresher.
<b>Skills</b>	Communication, articulation, presentation, time management , team building and proactiveness	<b>Qualification</b>	B. Com Hons/M.Com Hons/MBA
<b>INTERACTION</b>			
<b>Internal</b>	<b>External</b>	<b>Customers</b>	
HR and Admin Department	HR consultancy firms	Corporate HR team, Location HR team, all other department across AIS	
<b>REPORTING TO</b>	Executive HR		