

# UNLIMITED WP

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## Head of Human Resource Department

### Description

We are seeking an experienced HR Head with outstanding people skills to manage our personnel and ensure that our human resources programs and initiatives are effective, efficient, and aligned to overall business objectives. Duties of the HR Head will include supervising HR personnel, dealing with employee grievances and disputes, supporting employee development, enhancing job satisfaction, designing onboarding procedures, implementing HR strategies that support business objectives, forecasting staffing needs, mitigating risk, structuring benefit packages, maintaining employee records, managing budgets, designing accountability mechanisms, and overseeing overall employment needs. The ideal candidate for this role should possess a high work ethic, excellent communication skills, knowledge of labor regulations and HR practices, strategic thinking abilities, strong organizational skills, and excellent interpersonal skills. The exceptional HR director should improve HR processes, implement strategies that support business growth, improve morale and employee retention, enhance safety and wellness, strengthen relations between staff and employers, manage job satisfaction, attract the best recruits, and promote the organization's values.

### Responsibilities

- Developing and implementing human resources policies.
- Supporting strategic objectives.
- Hiring staff and negotiating employment agreements.
- Ensuring compliance with laws and regulations.
- Managing staff wellness and performance reviews.
- Motivating and supporting current staff.
- Maintaining staff records.
- Handling employee benefits.
- Identifying staffing needs and creating job descriptions.
- Designing and directing training programs.

### Qualifications

- Required 5+ years of experience in IT company
- Bachelor's degree in human resources management.
- Excellent communication skills.
- Highly organized.
- Superior interpersonal skills.
- Detail-oriented.
- Good problem-solving skills.
- Budget management experience.
- Strong people skills.
- Knowledge of labor laws and regulations.
- Computer literacy.

### Experience

5-8 years of experience required as HR Head/ HR Manager in IT (Software Development) company.

### Employment Type

Full-time

### Beginning of employment

Within a Month

### Duration of employment

Permanent

### Job Location

504 & 613 – 615, J. B. Tower, Drive-In Road, 380054, Ahmedabad, Thaltej, India

### Working Hours

Flexible Timing: 8 AM to 8 PM (8:30 Working hours, Time Zone: IST)

### Valid through

28.02.2023

## **Job Benefits**

- Grow your career with our fast-growing company
- Be a part of a unique WordPress agency
- Flexible timings
- Benefit Plan
- Paid Leave
- 5 Days Working
- Health Benefit
- Process-driven and established environment
- Bi-weekly training sessions

## **Contacts**

For any further information, you can reach out to us at [recruitment@unlimitedwp.com](mailto:recruitment@unlimitedwp.com).

## **Hiring organization**

UnlimitedWP Pvt LTD