Job Description

|  |
| --- |
| **1. JOB DETAILS:** |
| **Position Title:** | **HR Executive** |
| **Company/Location** | 3D Future Technologies Pvt. Ltd.Inside Ador Powertron Limited Premises, Flash HousePlot No. 51, D-II Block, Ramnagar Complex, MIDC, Chinchwad, Pune-411019, India. |
| **Reports to** | CEO  |
| **Email ID** | hr@flashorthodontics.in |
| **2. OVERVIEW OF COMPANY:** |
| A start-up from Ador Group in the field of 3D Printing (3D Printed Pre-Surgical Models, Anatomical Models, Training Guides & Medical Design Services) with a special interest in healthcare. The company has ambitious & aggressive plans in orthodontic market with its brand of clear aligners,Flash Orthodontics. To know more about us please log on to [www.flashorthodontics.in](file:///C%3A%5CUsers%5CSadaf%20Shaikh%5CDesktop%5CRupali%5Cwww.flashorthodontics.in). Subsidiary of the ADOR Group – (established in 1908 with its core businesses in Industrial Products & Services). More at – [www.3dfuturetechnologies.com](http://www.3dfuturetechnologies.com/). |
| **3. OVERALL JOB PURPOSE:** |
| Deploy HR policies for employee productivity, retention, Talent Management, Employee engagement, maintain and develop rapport with all Employees |
| **4. KEY ACCOUNTABILITIES:** |
| * End to end Recruitment, Offers and Negotiation for the same, Maintain a tracker for all open positions
* Use social media, job portals, referrals to source candidates for available vacancies
* Ensuring employee life cycle (entry to exit) for all employees as per HR policy & defined process
* On boarding of Every New Employee, planning induction
* Plan for Training and development based on need
* Employee engagement activities
* Maintaining HR MIS, documentation etc.. (Personal file Maintenance)
* Employee Grievance handling in timely manner
 |
| **5. QUALIFICATIONS, EXPERIENCE & SKILLS:** |
| **Qualifications:**Min Graduate, BMS/MMS/MBA (HR)**Minimum Experience:*** 3 to 4yrs in HR, minimum 2 yrs in Recruitment

**Job-Specific Skills:*** Understanding and knowledge of HR processes
* Able to use social media and has experience with job portals to source candidates
* Should have excellent communication skills – written and verbal
* Should have eye for detail and meticulous approach towards work/ tasks
 |