Job Description

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| **1. JOB DETAILS:** | | | |
| **Position Title:** | **HR Executive** | | |
| **Company/Location** | 3D Future Technologies Pvt. Ltd.  Inside Ador Powertron Limited Premises, Flash House  Plot No. 51, D-II Block, Ramnagar Complex, MIDC, Chinchwad, Pune-411019, India. | | |
| **Reports to** | CEO | | |
| **Email ID** | [hr@flashorthodontics.in](mailto: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:\Users\Sadaf%20Shaikh\Desktop\Rupali\www.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 | | | |