

# Job Title: HR Manager

**Industry Preference:** Service Industry

**Location:** Vadodara

**Reporting To:** Managing Director

## Role Overview

We are looking for an experienced **HR Manager** from a **service-driven environment** who will act as a strong people leader, cultural custodian, and strategic HR partner to the business.

The role requires a person who combines **emotional intelligence with assertiveness**, ensures process discipline, and builds trust across all levels of the organization.

The HR Manager will be responsible for shaping workplace culture, strengthening stakeholder relationships, and managing the employee lifecycle with maturity and ownership.

## Key Responsibilities

- Act as the **custodian of organizational culture**, values, and workplace conduct.
- Lead **end-to-end people management** across the employee lifecycle.
- Build strong relationships with **internal stakeholders and leadership**.
- Handle employee matters with **empathy, confidentiality, and assertiveness**.
- Establish and maintain **structured HR processes, policies, and systems**.
- Ensure discipline and consistency in HRMS, documentation, and reporting.
- Support managers in performance management and people-related decisions.
- Oversee basic **statutory and labour compliance**, coordinating externally when required.
- Drive employee engagement, communication, and organizational alignment.
- Travel to other offices as well to ensure the alignment of all teams.

## Preferred Background

- Experience in the **service industry** (hospitality, consulting, IT services, BFSI, etc.)
- Exposure to HR operations, employee relations, and people management.
- Working knowledge of labour laws (deep expertise not mandatory).
- Female candidate preferred to support team dynamics and cultural balance.

## Success Indicators for This Role

- HR is recognized by employees as a **trusted, impartial, and dependable function**.
- Leadership relies on HR as a **strategic enabler of business and people decisions**.
- HR policies and processes are **embedded into daily operations** and followed with minimal intervention.
- The organization's values and culture are **consistently reflected in conduct, communication, and decision-making across levels**.

