



JOB DESCRIPTION

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Egis Engineering is an independent multi-disciplinary consultancy providing engineering services for the built environment. We are based in the Middle East, India and deliver engineering solutions around the globe. Joining Egis is an opportunity to make a valuable, positive impact on the world, whilst growing and developing as a person.

To perform this role successfully, the candidate will be responsible for but not limited to the following:

Job Title

Senior HR Specialist

Job Location

Bangalore

Position Summary

This role involves in ensuring a smooth Employee Lifecycle Management through various implementation tools/initiatives/Policies. Essential duties include gathering employee data, analyzing the same and provide key observations and recommendations to stakeholders.

The Objectives of this role include.

- HR Generalist
- HR Operations
- Onboarding
- Employee Lifecycle Management

Position Responsibility

HR Operations: - [40%]

- Smooth running of Employee Lifecycle Management- Employee letter issuance/Promotions/Transfers/ PIP/IDP/Exit Checklist Process/Exit Interviews/ Experience letters etc.
- Managing internal HRIS Systems & Policies and ensure continuous improvement in bringing awareness to employees on various HR Processes
- Facilitate smooth Pre-Boarding candidate experience until Day 1 Onboarding & ensure objectives set for employees
- Key Performance & feedback discussions and tracking New Joiners settling in- [Probation to Confirmation] in discussion with HOD.
- Initiate Monthly Hi-Tea Onboarding sessions & Initiate Buddy Program to enhance employee experience

HR Coordination across- Employee Lifecycle Management: [30%]

- Onboarding Checklist & Induction coordination
- Ensure smooth coordination on Employee Wellness/Engagement calendar and planning to execute activities.
- Probation to Confirmation -End2End Process Coordination
- Employee Separation Coordination- ensure Exit Interview initiation and checklist duly filled in
- Oracle HCM/HRMS Tools/Training Coordination & follow up with Employees.
- HRMS Tool Grievance Handling & ensure quick resolution
- CSR Activities - HR-related Connect sessions- coordination end2end.

Talent Engagement: [30%]

- Use surveys, semi-structured interviews with key employees to conduct research regarding HR capability and engagement pulse, thereby- recommendations on changes.



- Ensure smooth coordination on Employee Wellness/Engagement calendar and planning to execute activities.
- Develop Engagement surveys/efficiency matrix & data centric feedback mechanisms to ensure an exceptional NPS [Net Promoter Score].

Pre-Requisites- Years of Experience/Educational & Technical Qualifications:

Engineering Graduate Preferred [Not Mandatory]/ MBA- Good to have.

Total Years of Experience- Job Role requires minimum 3-5 years of work experience.

Desired Soft Skills

- Strong Communication Skills [Verbal & Written]
- Interpersonal Relations
- Business Acumen
- Drive for Results

Language Proficiency

- English - Must Have
- Hindi- Must Have