

Yashraj Biotechnology Ltd.

Job Description			
Job Title:	Executive		
Function:	Human Capital Development (HCD)	Report to:	Manager – HCD
Location:	Navi Mumbai	Position Type:	Full Time
About Yashraj Biotechnology Ltd:			
<p>Yashraj Biotechnology Ltd (YBL) is a research and innovation driven, UL registered and ISO 13485:2016, ISO 9001:2015 and ISO 45001:2018 certified company, established in 1999 at Navi Mumbai, Maharashtra, India. YBL also has offices in Germany and USA.</p> <p>Our Vision: Be the key player in Life Sciences – Diagnostics and drive innovation for making a Healthier World.</p> <p>Our Values:</p> <ul style="list-style-type: none"> • Commitment • Consistency • Fairness • Innovation • Responsible Business <p>Website – www.yashraj.com - Visit our website to understand our products. LinkedIn Profile - www.linkedin.com/company/yashraj-biotechnology-ltd/</p>			
Roles and Responsibilities			
<ul style="list-style-type: none"> ❖ To own YBL Vision, Values and Mission. ❖ Zeal and enthusiasm to study current trends in HR practices and suggest top 3 ideas for YBL. ❖ To be a pro-active member of the HCD team to bring innovation in HCD policies and practices. ❖ Should be able to support in end to end talent acquisition process, to hire right talent at right time at right place. ❖ Sourcing of applications –Job Portals, Social Media, Executive Search Firm & Internal Referrals. ❖ Ensure smooth onboarding process by handling pre-joining and post-joining formalities as per checklist. ❖ Coordinating with various departments for the hiring process and fulfilling the requirements. ❖ HR data analytics and dashboard ❖ Should be able to support in monthly payroll and claims reimbursement processing. ❖ Develop and implement L & D strategies and programs that are aligned with the YBL objectives. ❖ Manage communication of L & D strategies and member participation across various L & D programs. ❖ Recommend indicators for talent assessment to identify high-potential talent and implement high-potential programs. ❖ Analyze and administer member training needs by collating feedback on completed training to evaluate and measure results and make improvements where required. ❖ Defining and leading projects focused on continuous improvement. ❖ Create a performance-oriented culture through monitoring ongoing performance/productivity data; ensuring continuous performance discussions, development plans for key talent and corrective plans for low performers. ❖ Implement and monitor an online performance management system on HRMS. ❖ Acts as the principal point of contact for anyone with guidance about training and development. ❖ To represent the company in a positive, professional manner at all times. ❖ Any other activities related to smooth functioning of YBL. 			
Qualifications and Educational Requirement			

<ul style="list-style-type: none"> ❖ Graduate or Post Graduate degree in Human Resources with minimum 3 - 4 years of experience in generalist profile of HR. ❖ Age will not be constraint in deserving cases. ❖ We are gender neutral. 	
Desired Expectations	
<ul style="list-style-type: none"> ❖ Talent Management ❖ Current knowledge of effective L & D methods. ❖ Familiarity with e-learning platforms and practices. ❖ Performance Management System. ❖ Payroll Management & HRMS ❖ Encourage team to come up with new ideas. ❖ Stakeholder engagement and management ❖ Proposes solution which has elements of sustainability. ❖ Computer literate, especially MS Excel. 	
Desired Qualities	
<ul style="list-style-type: none"> ❖ Good people skills ❖ Adaptability ❖ Holistic Approach ❖ Integrity ❖ Smart and Hard working ❖ A Team player ❖ Delegation. ❖ Analytical skills 	
Compensation	Compensation and other perquisites would not be a constraint for the right candidate
Email Id	career.ybl@yashraj.com