

Job Title : Senior HR Executive
Location : Bengaluru
Department : Human Resources
Reports To : Chief Operating Officer

About Company :

Siddhan Intelligence provides Travel Technology Products and Solutions for Airports, Airlines, Logistics, Surface, and other Travel and Transportation businesses. Siddhan, as a company with Strong Product DNA, delivers the client with a service mindset. The leadership team worked extensively for the Airline Industry. More than two decades of travel experience and what the promoters gave on the digital transformation for the world top 30 airlines are the classics, even today.

Job Summary:

The Senior HR Executive will play a critical role in managing HR operations and supporting the Siddhan Intelligence Private Ltd strategic goals. This position involves overseeing recruitment, employee relations, performance management, compliance, and HR policies. The Senior HR Executive will work closely with management to ensure that the organization maintains a productive and positive work environment.

Key Responsibilities:

1. Recruitment s Onboarding:

- Lead and manage the recruitment process, including sourcing, interviewing, and hiring top talent.
- Oversee onboarding processes to ensure a smooth transition for new employees.
- Collaborate with department heads to forecast hiring needs.

2. Employee Relations:

- Address and resolve employee concerns and grievances in a fair and timely manner.

- Foster a positive work environment by promoting employee engagement initiatives.
- Manage disciplinary procedures and ensure they are conducted in compliance with company policies.

3. Performance Management:

- Support the implementation of performance management systems.
- Provide guidance to managers on setting performance goals and conducting evaluations.
- Assist in identifying training and development needs across the organization.

4. Compliance s Policy Management:

- Ensure compliance with labor laws and regulations.
- Maintain and update HR policies and procedures as needed.
- Conduct regular audits to ensure HR practices are in line with company standards and legal requirements.

5. Compensation s Benefits:

- Assist in the development and management of compensation and benefits programs.
- Ensure that payroll and benefits administration is accurate and timely.
- Conduct salary benchmarking and make recommendations for adjustments.

6. HR Strategy s Planning:

- Collaborate with senior management to align HR initiatives with business goals.
- Analyze HR metrics and provide insights to improve workforce performance.
- Lead HR projects and initiatives aimed at improving HR efficiency and effectiveness.

7. Employee Engagement s Development:

- Organize and manage employee training and development programs.
- Promote diversity, equity, and inclusion within the organization.
- Support leadership development and succession planning efforts.

Qualifications:

- Education:

- Bachelor's degree in Human Resources, Business Administration, or a related field. A Master's degree or HR certification (e.g., SHRM, CIPD) is a plus.

- Experience:

- 5+ years of HR experience, with at least 2 years in a senior/executive role.

- Skills:

- Strong understanding of HR best practices and labor laws.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to handle sensitive and confidential information with discretion.
- Proven leadership and decision-making abilities.
- Proficiency in HR software and MS Office applications.

Key Competencies:

- Problem-solving and conflict resolution
- Strategic thinking
- Leadership and team management
- Time management and organizational skills
- Adaptability and resilience

All applicants are invited to submit their resume with confidence to future@siddhanintelligence.com