



Human Resources Specialist, New Delhi

POSITION OVERVIEW

We are looking for bright, intelligent & upbeat individuals who would love the excitement of a start-up environment. We require a Human Resources Specialist to help us expand our team, oversee all aspects of human resources practices and processes, and is the go-to person for all employee-related issues. Your duties will involve managing activities such as job design, recruitment, employee relations, performance management, training & development and talent management.

ABOUT STUDIO MOSAIC

Studio Mosaic is an award-winning, growth-oriented mobile app marketing agency that helps appreneurs & enterprises launch and promote their mobile apps worldwide. We specialize in user acquisition and revenue generation for app-based businesses and have worked with over 600 clients on over 850+ app projects till date.

Having consistently been recognized as one of the best app marketing agencies in the world, by Clutch.co, BusinessofApps and others, Studio Mosaic has become the preferred partner for mobile app businesses that want to achieve growth through an ethical and data-driven approach.

Some of our clients include - Aditya Birla Capital, Sony, Yatra, 3M, HCL along with many other international apps.

Know more about us at www.studiomosaicapps.com

KEY PRIMARY RESPONSIBILITIES:

Recruitment

- Creating and executing the overall recruitment strategy including on-campus and off-campus opportunities for various roles including marketing, business analysis, design, communications, sales and more
- Understanding the team requirements for new or open positions. Collaborate with team leads/ hiring managers and founders to understand the job description and custom specifications
- Drafting an accurate JD and utilizing all avenues including job portals, campus placements, referrals, recruitment agencies/freelancers etc. to attract the best candidates
- Setting expectations and serving as the first point of contact and primary interviewer during the interview process. You will often conduct the first interview after a candidate passes through the initial screening
- Assess applicants' relevant knowledge, job skills, soft skills, experience and organizational culture fitment
- Writing the job offer, and negotiating the terms of the employment contract with the chosen candidate
- Prepare analytical and well documented recruiting reports
- Onboarding new joiners and introducing them to the company culture and policies
- Setting expectations of the new team members so that they understand the job requirements and deliver to the best of their capabilities

Employee Engagement, Learning and Development

- Facilitating proper induction and training of new joiners for their respective roles
- Identifying new learning opportunities both to improve the skill set and knowledge base of the team. These could be in the form of online courses, webinars, seminars, conferences etc.
- Arranging internal team knowledge sharing sessions and team building activities



Compensation, Benefits and Performance Evaluation

- Helping the founding team in preparing attractive compensation and benefits for the team
- Carry out the complete appraisal cycle for the entire organization
- Support the team leads in timely performance evaluation of their subordinates at various milestones like after 1 month, 2 months, 3 months, 6 months and so on
- Working with the founding team to share feedback with the team and arrive at increment percentages during the appraisal cycle
- Helping create leave, travel, food and other company policies to create a nourishing and supportive environment for the team

Policies and Processes to uphold company culture

- Creating a culture of camaraderie, comfort and inspiration. We have a culture where people are swiftly able to manage work as an important part of their life, along with indulging in other interests
- Creating an environment that rewards excellent work and inspires all team members to constantly grow and deliver as per the company's quality benchmarks
- Organize company-wide events, especially during these times to maintain high motivation levels
- Updating the existing policies and procedures to ensure alignment with current HR best practices and statutory compliances laid down by the government

Managing HRMS (Zoho)

REQUIRED SKILLS AND COMPETENCIES

- Bachelors or Master's degree in Human Resource Management
- 2-4 years of experience as an HR Specialist
- Proven knowledge of full-cycle recruiting
- Proven track record of maintaining employee confidentiality
- Proficient with computers and Microsoft Office Applications
- Proven ability to organize and execute employee engagement activities to foster a positive and inclusive workplace culture.

PERSONALITY SKILLS YOU SHOULD POSSESS

- Fun, cheerful and extroverted personality
- Extremely strong ethics
- Being technologically savvy and an avid user of mobile apps would be great
- High level of ownership and a go-getter attitude
- Ability to manage and prioritize multiple projects is important. The incumbent should be able to multi-task and deliver under pressure
- Detail oriented and organized
- At Studio Mosaic, we encourage you to be an independent thinker and self-starter. We are looking for someone who is intrinsically motivated
- You will be a part of a team that prides itself on working with each other instead of vs each other. We are looking to hire someone who is a team player and will add to the camaraderie and fun.

WHY JOIN STUDIO MOSAIC?

- A fun, intelligent, empowered and trustworthy team to work with
- Opportunity to gain immense learning on how to market and grow mobile app businesses from some of the best in the world
- An accomplished and empathetic founding team to guide you

Interested candidates can apply directly from the website or send in their resumes to jobs@studiomosaicapps.com