

Assistant Manager-Human Resources

Cyber Security Business | Experience:3-5Years



Key Skills:

Employee Relations, Onboarding, Recruitment, HRIS, Performance Management, Teamwork & Collaboration, Multitasking, Negotiation, Communication, Problem solving, Adaptability, Confidentiality, Organizational, Extrovert, Team Player, Ethical Behaviour



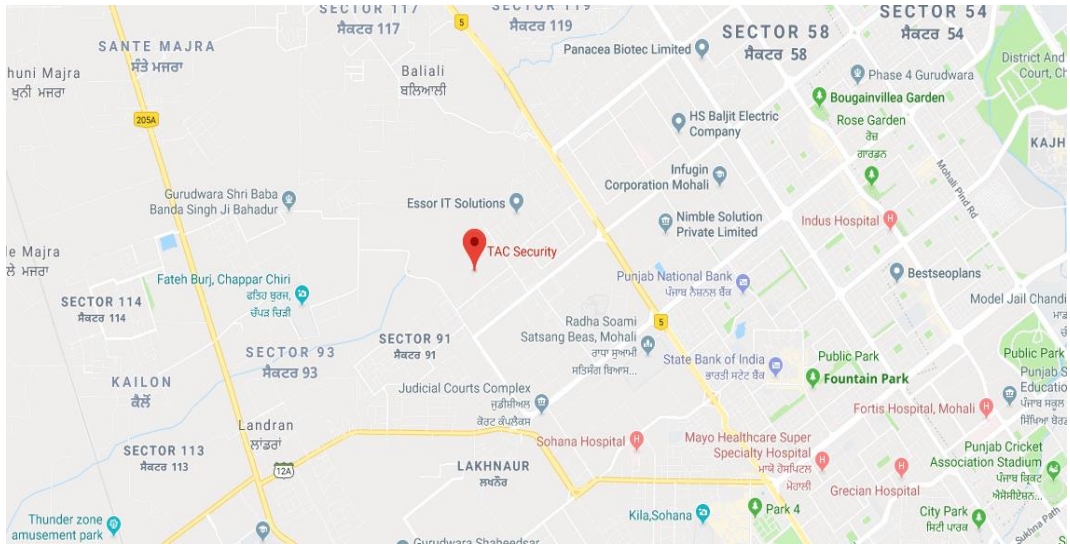
Key Responsibilities:

- To develop and implement HR Policies & strategies
- Bridge management and employee relations by addressing demands, grievances or other issues
- To manage the recruitment and selection process
- To support current and future business needs through the development, engagement, motivation and preservation of human capital
- To develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- To nurture a positive working environment
- To oversee and manage a performance appraisal system that drives high performance
- To maintain pay plan and benefits program
- To assess training needs to apply and monitor training programs
- To create and revising job descriptions
- To conduct new employee orientations and employee relations counseling
- To oversee exit interviews
- To maintaining department records and reports
- To recommending new policies, approaches, and procedures

Preferred Qualification:

- MBA-HR, BBA-HR

Location:



- **Mohali, INDIA**

World Tech Tower, Plot C-203 4th Floor, Industrial Area,
Sector 74, Sahibzada Ajit Singh Nagar, Punjab 160055

To learn more about TAC Security, visit: www.TACSecurity.com

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About TAC Security

TAC Security is a leading and trusted cyber security consulting partner that specializes in securing the IT infrastructure and assets of the leading enterprises and governments globally.

TAC Security protects ₹1 Trillion transactions every year through its Artificial intelligence (AI) based Vulnerability Management Platform ESOF (Enterprise Security in One Framework)

