



AJEENKYA
D Y PATIL UNIVERSITY
THE INNOVATION UNIVERSITY

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Position
One Position

Hiring organization
Ajeenkya DY Patil University

Employment Type
Full-time

Human Resource Manager

Job Location
Charoli Bk.via Lohegaon, 412105,
Pune, Maharashtra, India

Essential Job Skills

- Minimum 5-10 years of work experience as HR Manager in a University/College/Educational Institute with MBA in Human Resource or its equivalence.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.

Date posted
January 7, 2022

Description

- To lead and direct routine HR functions in consultation with the Vice Chancellor and to create a healthy organizational culture.
- To partner with the leadership team to understand and execute the University human resource and talent strategy.
- To manage talent acquisition process for academic and administrative roles across the University.
- To collaborate with ADYPU School Heads to understand the key competencies for required vacancies.
- To provide constructive and timely performance evaluations and conduct annual performance appraisal.
- To propose competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- To create learning and development programs and initiatives that provide internal development opportunities for employees.
- To oversee employee disciplinary meetings, terminations, and grievances.

Job Benefits

If you find yourself suitable for the profile and ready to embark on your journey with ADYPU drop a mail at: hr.resume@adypu.edu.in