

**About LocoBuzz:**

Locobuzz is a SaaS platform that converges with technologies such as Artificial Intelligence, Machine Learning, Big Data Analytics, and Automation, to provide brands with a 360-degree Customer Experience Management Suite. Locobuzz's powerful analytics algorithms have helped seasoned brands establish a strong foothold in the digital hemisphere and transformed their customer experience journeys.

Visit our website [LocoBuzz](https://www.locobuzz.com) for more information on our CX management products and services

Position: HRBP

Location: Mumbai (Onsite)

Position Description: We are seeking a dynamic HRBP focusing on Employee Experience to lead our HR team. The ideal candidate will oversee various aspects of the employee lifecycle, from onboarding to offboarding, and play a key role in enhancing employee engagement and satisfaction. This role requires strategic thinking, strong leadership skills, and a passion for driving positive change within the organization.

Responsibilities:**Employee Relations:**

- Serve as a trusted advisor to management and employees on employee relations matters, fostering positive relationships and resolving conflicts effectively.
- Implement initiatives to enhance employee morale and promote a positive work culture.

Onboarding (30-60-90 days planning):

- Develop and execute comprehensive onboarding programs, including 30-60-90 day plans, to ensure successful integration of new hires.
- Partner with hiring managers to facilitate a smooth transition and accelerate the learning curve of new employees.

Training Needs Analysis:

- Conduct thorough training needs assessments to identify employee skill gaps and development opportunities.
- Design and implement training programs to address identified needs and support career development.

HR Policies & Employee Handbook:

- Develop, review, and update HR policies and procedures to ensure compliance with legal requirements and alignment with organizational goals.
- Maintain the employee handbook and communicate policies effectively to all employees.

Standard Operating Procedures (SOPs):

- Develop and document standard operating procedures (SOPs) for HR processes to ensure consistency and efficiency in operations.
- Train HR team members and relevant stakeholders on SOPs as needed.

Offboarding:

- Manage the offboarding process, conducting exit interviews and ensuring a smooth transition for departing employees.
- Analyze offboarding data to identify trends and opportunities for improvement in retention strategies.

Rewards and Recognition (RnR):

- Develop and implement rewards and recognition programs to celebrate employee achievements and reinforce desired behaviors.
- Monitor program effectiveness and make recommendations for enhancements as needed.

Employee Survey:

- Plan and administer employee surveys to gather feedback on various aspects of the employee experience, such as engagement, satisfaction, and workplace culture.
- Analyze survey results and collaborate with stakeholders to develop action plans to address areas for improvement.

Employee Engagement:

- Lead initiatives to enhance employee engagement and promote a positive work environment, including organizing team-building activities and events.
- Actively listen to employee feedback and implement initiatives to address concerns and improve employee satisfaction.

Diversity and Inclusion:

- Champion diversity and inclusion initiatives to create a more inclusive workplace culture.
- Partner with stakeholders to develop and implement strategies to attract, retain, and promote a diverse workforce.

Employer Branding:

- Develop and execute employer branding strategies to enhance the organization's reputation as an employer of choice.
- Collaborate with marketing and communications teams to create compelling employer brand messaging and content.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field; Master's degree preferred.
- Proven track record in HR roles with a focus on employee relations, onboarding, and engagement.
- Deep understanding of HR policies, procedures, and best practices.
- Exceptional communication and interpersonal skills with the ability to build strong relationships.
- Demonstrated experience in facilitating training sessions, conducting needs analysis, and developing training materials.
- Proficiency in conducting employee surveys, analyzing data, and implementing action plans.
- Strong leadership skills with the ability to motivate and develop team members.

- In-depth knowledge of diversity and inclusion principles and experience in implementing related initiatives is preferred.

Benefits:

- **Medical Coverage:** We care about your health and well-being. We offer comprehensive medical coverage to ensure you and your family have access to quality healthcare.
- **Opportunity to Work in a Fast-Paced and Dynamic Organization:** At Locobuzz, we thrive on innovation and agility. You'll have the chance to work in an environment where every day brings new challenges and opportunities for growth. Your contributions will make a real impact on our dynamic organization.
- **Learning and Upskilling:** At Locobuzz we believe in continuous learning and development. You'll have access to resources and support for your professional development, which may include training, workshops, and opportunities to expand your skill set.
- **Collaborative Workplace:** Collaboration is at the heart of our culture. You'll be part of a team that values open communication, knowledge sharing, and working together to achieve common goals. Your ideas and insights will be heard and respected, fostering a sense of belonging within our collaborative workplace.