



## JOB DESCRIPTION FOR HR MANAGER

Kosha is a company specializing in travel and winter clothing. Currently branded as Prrem's, it is run by a fun, young group. Prrem's has been in existence for 2 decades and is now in the process of rebranding to Kosha. We enjoy coming up with creative ideas in the travel and fashion space to promote the products available at Kosha.

We are looking for a self motivated and enthusiastic heart manager (HR Manager) to help build Kosha's culture.

### Qualification

BA, B.Com / MBA in HR / Post Graduate Diploma in HR

### Experience

2-3 years

### Location

Bandra (W)

### Scope of work as HR Manager

#### 1. RECRUITMENT

- a. Prepare job descriptions for vacant positions, coordinate with recruitment partners such as recruitment agencies, colleges, NGOs.
- b. Find the right candidate (online / offline) that fits well within the culture.
- c. Schedule and conduct interviews for new recruits.
- d. Maintain database of employee information.

#### 2. DEVELOPMENT

- a. Crafting initiatives for the development of the team.
- b. Timely open conversations with employees to understand the team and address challenges faced, if any.



### 3. OTHERS

- a. Maintaining leave record.
- b. Payroll processing with deductions and TDS calculations.
- c. Introducing processes & policies for the department.

#### Desired Skills

Our vision is to build Kosha into a company known for its honey culture. We are a small team and the heart manager will get an opportunity to build this culture from scratch. The candidate should have excellent verbal and written communication skills, organizational skills and a desire to take a task to its completion. We are looking for someone who is empathic, enjoys coming up with ideas to facilitate development of the team and is able to coordinate the same.

Interested candidates can send their resumes to **hr@prrems.com**

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