

Job Description: HR & Operations Manager (Including Social Media Management)

Position Overview

The **HR & Operations Manager** is responsible for overseeing human resource functions, optimizing business operations, and managing the company's social media presence. This role ensures smooth workforce management, process efficiency, and effective brand visibility on digital platforms. The ideal candidate should have a strong background in HR, operations, and social media management while aligning company objectives with strategic planning.

Roles & Responsibilities

Human Resource Management

- 1. Recruitment & Talent Acquisition**
 - Develop and execute hiring strategies to attract top talent.
 - Manage end-to-end recruitment, including job postings, interviews, and onboarding.
 - 2. Employee Relations & Engagement**
 - Foster a positive workplace culture and handle employee concerns effectively.
 - Plan and execute employee engagement programs and team-building activities.
 - 3. Performance Management**
 - Implement performance evaluation systems and provide development plans.
 - Monitor employee productivity and suggest improvement strategies.
 - 4. Training & Development**
 - Identify training needs and organize learning & development sessions.
 - Ensure employees have the necessary skills for their roles.
 - 5. Compensation & Benefits**
 - Develop salary structures, oversee payroll, and manage employee benefits.
 - Ensure compliance with labor laws and HR regulations.
 - 6. HR Compliance & Policy Management**
 - Develop and implement HR policies in line with labor laws.
 - Maintain employee records and ensure compliance with legal requirements.
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Operations Management

- 1. Process Optimization & Efficiency**
 - Analyze and improve business operations for maximum efficiency.
 - Develop standard operating procedures (SOPs) and workflow optimizations.
- 2. Workforce Planning & Resource Allocation**
 - Ensure proper workforce distribution and operational efficiency.
- 3. Vendor & Facility Management**
 - Manage vendor relationships, procurement, and office facility maintenance.

4. **Risk Management & Compliance**
 - Identify potential risks in operations and implement mitigation strategies.
 5. **Budget & Cost Control**
 - Monitor expenses related to HR and operations, ensuring cost efficiency.
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Social Media Content & Digital Presence Management

1. **Social Media Strategy & Planning**
 - Develop a social media strategy aligned with company goals.
 - Plan and schedule posts to maintain a consistent online presence.
 2. **Content Creation & Management**
 - Prepare engaging social media content, including images, videos, and written posts.
 - Collaborate with designers and content creators to enhance visual appeal.
 3. **Social Media Handle Management**
 - Maintain and update social media pages (Facebook, Instagram, LinkedIn, Twitter, etc.).
 - Engage with the audience by responding to comments and messages.
 4. **Analytics & Performance Tracking**
 - Monitor engagement metrics and track social media performance.
 - Use insights to optimize content and improve reach.
 5. **Brand Reputation & Crisis Management**
 - Address negative comments and manage online reputation effectively.
 - Ensure the brand voice remains professional and consistent.
 6. **Campaign & Collaboration Management**
 - Plan and execute marketing campaigns across social media platforms.
 - Collaborate with influencers or brand partners for promotional activities.
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Educational Qualifications & Experience

- **Bachelor's Degree in Engineering** (Any Discipline)
 - **Master's in Business Administration (MBA)** (HR, Operations, or Marketing preferred)
 - **Experience:** Minimum **2 to 5 years** in HR, Operations, and/or Social Media Management.
 - **Age Limit:** Up to **35 years**.
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Key Skills Required

- ✓ Strong leadership, decision-making, and multitasking abilities
- ✓ Excellent communication and interpersonal skills
- ✓ In-depth knowledge of HR laws, policies, and best practices

- ✓ Ability to analyze and optimize business operations
- ✓ Experience in social media content creation and digital marketing
- ✓ Proficiency in HRMS, payroll systems, and social media management tools
- ✓ Creativity in designing engaging social media campaigns

How to Apply:

Interested candidates can submit their updated resume to career@asvrl.com