

Job Description

Department	Associate- Human Resources & Administration
Organization Name	Mangal Analytics & Research Consulting Pvt. Ltd
Company Profile	<p>MARC is a business consulting firm engaged in the business of Mergers and Acquisitions Advisory, Business Analytics and Research, Internationalization and Growth Strategy. We have to our credit, over a decade of experience and expertise through our past associations with the Big 4, reputed MNCs and a multi-faceted and skilled team. This enables us to offer customized and timebound solutions to complex business problems through our research and analytical insights.</p> <p>At MARC, we assist our partners in discovering the power and importance of combining market research and data analytics to achieve significant improvements in efficiency and achieve scale. This results in the ability to seize opportunities and make informed decisions for expansion and growth. MARC has been a proven problem solver in areas of mergers and acquisitions, market research and business analytics for Investment Bankers, Investors, Management Consulting Firms and Small and Medium-sized businesses in various industries across the globe. We at MARC, endeavor to partner with our clients to help unlock their true potential and assist them to grow strategically and achieve unprecedented levels of success in their business.</p> <p>Progressing at a fast pace, the company has already served more than 200 SMEs across the country, offering project reports / business plans and outsourced CFO services.</p>
Qualification	<ul style="list-style-type: none"> • Bachelor's/ Masters degree in HR, Business Administration, or related field.
Job Description / Responsibilities	<ul style="list-style-type: none"> • Source and Screen resumes, coordinate interviews, conduct HR rounds, and handle background checks. • Maintain Candidate recruitment records and reports. • Send joining emails and assign buddies/mentors to new hires. • Handle Day 1 activities such as registration and induction. • Maintain complete documentation and update employee MIS. • Drive Reward and Recognition initiatives. • Ensure accurate documentation of all HR processes. • Maintain physical and digital employee records. • Ensure smooth Exit of employees. • Participate in placement drives and external HR events. • Support payroll, attendance, and timesheet monitoring. • Maintain smooth internal communication and office upkeep. • Maintain employee records and understanding of employment laws and compliance requirements, process PF monthly challans. • Plan and execute employee engagement activities. • Oversee office tasks to ensure smooth operations. • Coordinate training sessions and performance reviews.

Desired profile of the candidate	<ul style="list-style-type: none">• 2–3 years of relevant experience in HR field• Strong organizational and people management skills.• Proficiency in MS Excel, Outlook, MS Teams.• Ability to handle confidential information with integrity.• Strong communication and interpersonal skills to work across teams.• Ability to work independently and deliver results in a structured manner.
Location of posting	Panaji- Goa
Contact Information	Careers@marcglocal.com +91 8956909545
Website :	www.marcglocal.com