

## Senior Manager- HR

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Company: Digital Connexion

Location: Mumbai

Category: other-general

The Human Resources Senior Manager will be critical in supporting organizational growth by delivering excellent HR services to all employees and their managers. The role ensures people management practices support the innovative, ethical, and intellectually robust business culture. The HR manager needs to partner with senior managers & other support functions in executing all HR processes.

**Role: Senior HR Manager**

The incumbent will be responsible for all HR generalist activities for the organization. The candidate will own and drive all HR policies and processes related to employee life cycle management, HRMS and data management, monthly reporting, coordinating payroll, and statutory compliance management.

**Job Description**

Manage day-to-day administration of HR processes and ensure timely and accurate execution of all HR transactions including recruitment, onboarding, engagement, and offboarding. Managing and maintaining accurate employee data, including personal information, employment history, benefits enrollment, performance reviews, and training records. Managing HR transactions, such as employee status changes, promotions, transfers, and terminations. Preparing and maintaining documentation related to employee actions and employment. Ensuring data integrity, confidentiality, and compliance with data protection regulations. Ensure new employee onboarding activities are done as per agreed timelines (including coordination for the background verifications), coordinate with all departments for pre-joining activities, Day 1 onboarding readiness, and induction planning. Handle day-to-day employee issues. Identify any issues which need to be brought to the notice of the Business Leads. Serving as a point of contact for employees regarding HR-related inquiries, and system support. Providing guidance and assistance to employees on HR

processes, benefits, leave, and other HR programs. Assisting with payroll processing, including data input, calculations, and ensuring accurate and timely payments to employees. Managing benefits including but not limited to employee life/accident and medical insurance policies and their timely renewals. Coordinate with employees for exit formalities. Manage the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Manage leave and attendance systems. Define and own the company policies including the Employee Handbook. Implement HR programs from time to time including specific employee engagement & other social activities to foster a better working culture. This role reports to the CEO & will be part of the Leadership team.

**Qualifications and work experience:** A basic qualification in Human Resource Management, a Masters/MBA/PGDM in HR would be preferable. 10 -15 years in core HR Operations. Hands-on experience in handling HR generalist activities and HR operations. Able to support & create company culture. Provide support to the CEO & Leadership team on company activities. Strong understanding of labor laws and regulations.

**Desirable Traits:** Speed in execution and responsiveness. Good communication skills – both written and verbal. Ability to manage stakeholders across all levels of the organization.

**About Digital Connexion:** A Brookfield, Jio and Digital Realty Company. Digital Connexion is a joint venture (JV) between Brookfield Asset Management (Brookfield), Reliance Industries Limited and Digital Realty. The company provides the full spectrum of highly-connected and scalable data center, colocation and interconnection solutions to meet the critical infrastructure needs of enterprises and digital services companies in India, and brings together enterprises, network service, cloud and IT providers to give customers and partners a key connectivity gateway to Europe, the Middle, East, Africa and Asia. The JV combines the complementary strengths of Jio's massive digital and connectivity ecosystem in India and tech capabilities with Brookfield, one of the largest owners and operators of critical global infrastructure, and Digital Realty, provider of the world's largest data center platform enabling customers with access to over 50 metros across 6 continents.

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