



PNB Investment Services Limited (PNBISL), incorporated on 2nd of February 2009, is a 100% subsidiary of Punjab National Bank. PNBISL is registered with SEBI as a Category- I Merchant Banker to handle all major

Merchant Banking Services to Corporate, Institutional and Individual clients. PNBISL derives strength from Punjab National Bank which is one of the largest Nationalized Bank in the country with Pan-India network.

We have requirement of in Human Resource Manager for our Delhi office location. Below is job description related to same.

**\*\*Company\*\*:** PNB Investment Services Limited, SEBI Registered Category 1 Merchant Banker

**\*\*Location\*\*:** Delhi **\*\*Qualifications\*\*:** -MBA- HR

Minimum of 1-3 years' experience as Managing human resources

Location Preference: New Delhi-based candidates will be given priority

Responsibilities:

As **HR Manager**, you will have ownership over all HR matters of the business unit. This includes both the strategic and the operational elements of the work.

***Job Responsibilities: -***

- Recruits, interviews, and facilitates hiring; collaborates with Senior management to understand required skills and competencies.
- Conduct employee onboarding & offboarding, and new-hire orientations
- Manages and handles HR-related processes, including employee relations, recruitment, performance management, compensation & benefits, succession planning, and learning & development.
- Ensures compliance with labor laws and regulations; reviews policies and practices to maintain compliance.
- Provides support to employees in various HR-related topics.
- Office Administration.
- Responsible for supporting the business leaders with people-related insights in relation to the business strategy and analyzing the business needs pertaining to right competence and organization set up.
- Responsible for performance management, talent management and succession planning for respective business unit.
- Driving an agenda that promotes fairness, long-term retention, people development and the engagement of every team member.

- Partner with the leaders of the businesses you are responsible for; to do this effectively you need to focus on people's strengths and understand how the business works to a great level of detail.
- Effectively collaborate with the specialist HR functions based in the region and global team
- You deliver on the areas you have ownership for by living our values every day.

Requirements:

- Proven experience as an HR professional.
- Understanding of India human resources policies and procedures
- Good knowledge of India employment/labor laws
- Excellent communication and people skills