



GRAMPOWER

Gram Power (India) Pvt. Ltd.
Ph: +91-141-2358178
Email: info@grampower.com
Website: www.grampower.com

Job Title	Talent Manager
Department	HR
Location	Jaipur
Experience Desired	5+ Years
Education Background	<ul style="list-style-type: none">- Bachelors in Computer Science/Electrical/Communications Engineering- MBA – HR (Preferred)
About Gram Power	<p>Founded in California in 2010, Gram Power is an energy technology company that has developed and patented the industry's lowest cost and most advanced smart electricity meter. The company is venture funded by investors in the US and Switzerland, and with a 100+ person team is the fastest growing smart metering company in the country.</p> <p>With our technology and business solution, we have eliminated power theft and radically reduced losses for various Utilities in India. Within the next decade, we are digitizing the power distribution infrastructure in India to make energy affordable, accessible and intelligent!</p>
Why is Gram Power a great place to work in	<ul style="list-style-type: none">- You will work in a hierarchy free environment- Your work will be very visible, which can promote rapid career growth- You will have a great deal of autonomy in your work- You will help build a world class team that is helping the company achieve its objective of bringing affordable power to all- You will be learn how to manage and build effective teams in a data driven manner
What are the core skills needed to succeed in this role	<ul style="list-style-type: none">- Be adept at sourcing quality candidates and achieving closure for technical roles- Demonstrable past experience of using various job portals other than Naukri- Knowledge of CTC structures, CTC calculations, PF/ESI and other compliances- Strong documentation and organization skills to be able to manage a variety of positions and large number of applicants simultaneously- Past experience of carrying out performance appraisals- Knowledge of recruitment management software- Strong corporate communication skills- Ability to maintain confidentiality of sensitive matters

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What activities are under the purview of this position	<ul style="list-style-type: none">- Prepare effective job descriptions and source relevant candidates from various online sources- Carry out job interviews for a variety of roles in a very structured manner to ensure consistency between interviews- Collaborate with respective team leads to formulate accurate requirements and ensure quality candidate sourcing- Carry out appraisals, performance reviews- Manage documentation of goal sheets for all staff members- Formulate new and amend existing HR policies from time to time as per changing requirements of the organization- Carry out new employee orientation- Conduct exit interviews- Resolve employee grievances- Carry out campus drives and bulk recruitment sessions- Organize periodic employee engagement activities
Contact	Please forward your resume and cover letter to jobs@grampower.com

*** Employee's Roles and responsibilities at the Company can be modified/ changed at the discretion of the management from time to time.

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