



<https://targetjob.govhelp.in/job/tcs-careers-jobs-free-job-alert-human-resources-post/>

## TCS Careers Jobs – Free Job Alert – Human Resources Post

### Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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### Base Salary

USD 22 - USD 32

### Qualifications

Graduate, Post Graduate Depends upon the Post you are Applying

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### Employment Type

Full-time, Work From Home

### Description

## Job Title: Human Resources Post

### Job Summary

The Human Resources Post is responsible for managing the overall human resources function for TCS Careers Jobs, including recruitment, talent management, benefits administration, and employee relations.

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### Key Responsibilities

#### Recruitment and Talent Management

- **Develop and implement effective recruitment strategies to attract top talent**
- Manage the entire recruitment process, from job posting to onboarding
- Collaborate with hiring managers to identify talent gaps and develop job descriptions
- **Develop and maintain relationships with universities, colleges, and other recruitment sources**

#### Benefits Administration

### Hiring organization

Tata Consultancy Services

### Date posted

September 17, 2024

### Valid through

31.12.2024

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- **Design, implement, and administer employee benefits programs, including health, dental, and vision insurance**
- Manage employee benefits enrollment, including open enrollment and new hire orientation
- **Develop and maintain benefits communications and educational materials**

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#### **Employee Relations**

- **Investigate and resolve employee complaints and grievances**
- Develop and implement employee recognition and reward programs
- **Collaborate with management to develop and implement employee engagement initiatives**

#### **Compliance and Risk Management**

- **Ensure compliance with all applicable labor laws and regulations**
- Develop and implement policies and procedures to minimize risk
- **Conduct regular audits to ensure compliance with company policies and procedures**

#### **Reporting and Analytics**

- **Develop and maintain HR metrics and analytics to measure HR performance**
- Provide regular reporting to management on HR trends and initiatives
- **Collaborate with management to develop and implement data-driven HR strategies**

#### **Requirements**

- **Bachelor's degree in Human Resources, Business Administration, or related field**
- **Minimum 5 years of experience in human resources, with a focus on recruitment, talent management, and benefits administration**
- **PHR or SHRM certification preferred**
- **Excellent communication, interpersonal, and organizational skills**
- **Ability to work in a fast-paced environment and prioritize multiple tasks**

## What We Offer

- Competitive salary and benefits package
- Opportunities for professional growth and development
- Collaborative and dynamic work environment
- Recognition and reward programs

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