

Career Opportunities

Human Resources Manager

Job Function: HR
Location: Hyderabad, INDIA

Amphora Software Pvt. Ltd. is the premier software solution provider for energy trading, logistics and risk management in the global crude oil, refined products and energy derivatives marketplace. Our team includes some of the most experienced software designers, developers and business analysts in the commodities industry today. Since our inception, our main goal has been to provide the trading community with the most robust, user-friendly, enterprise-wide software package available. We continue to launch new products that address customers' needs and adjust to dynamic market demands.

Responsibilities:

The human resources manager is directly responsible for the overall administration, coordination and evaluation of the human resource function. You will also perform the following duties:

- Develop and administer various human resources plan and procedures for all company personnel.
- Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems.
- Implements and annually updates the compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation; monitors the performance evaluation program and revises as necessary.
- Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures for India office; performs benefits administration to include claim resolution, change reporting, annual reevaluation of policies for cost effectiveness.
- Develops and maintains affirmative action program
- Conducts recruitment effort for all exempt, nonexempt and temporary workers; writes and places advertisements; interfaces with recruiting agencies; administers assessment tests and follow up with candidates; works with supervisors to screen and interview candidates; conducts reference checking; confirm academic and professional qualifications, confirm identity, confirm CV Work history verification, credit review (if applicable); criminal records check extends job offers; conducts new-employee orientations; monitors career path program and employee relation counseling; conducts exit interviews
- Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars. Maintains organizational charts and employee directory.
- Evaluates reports, decisions and results of department initiates in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Ensures compliance with all federal, state and local employment laws.
- Monitor and improve appraisal processes with formal goal setting.
- Explain salary components to the new hires. Propose and follow up on employee benefit schemes.
- Will functionally report to the HR Manager of the parent company.

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Requirements:

- Bachelor's degree (B.A.) and five years of human resources experience, or nine years of experience in the HR field.

Benefits:

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive salary, depending on experience, and an extensive benefits package including paid time off, medical, dental and vision benefits, and future growth. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

Employment Location

Amphora Software Pvt. Ltd.

Suite 403-406A, 4th Floor

Ashoka Myhome Chambers, S P Road

Secunderabad - 500 003

INDIA

Any applicant who is interested in this position may apply by emailing resume and cover letter to:
hr@amphorainc.com