

## Job Description

### Assistant Manager, Talent Management

**1) Location:** We are currently looking for Hyderabad/Udaipur.

**2) Salary Pay-out & Growth Trajectory:**

- Competitive salary package commensurate with industry standards and candidate experience.

**3) Brief about the Organization:**

- Furniture and Fittings Skill Council (FFSC) is an industry-led organization committed to the sustainable development of the furniture and interior industry in India.
- With the support of 1500+ companies, associations, academia, and Skill Ambassadors, FFSC focuses on creating a robust ecosystem through skill development initiatives and collaborative efforts.
- For more information, visit our website [www.ffsc.in](http://www.ffsc.in) and social media platforms.

**4) Application & Selection Procedure:**

- Interested candidates should submit their resume and other information to the Careers page at <https://ffsc.in/careers>.
- The selection process may include a Pre-Placement Talk, Interview, SOPs, Test, Group Discussion, etc., as deemed necessary. Management holds the final discretion in the matter.
- The decision of the management will be final and binding.

**5) About Job Role:**

- **Objective:**
  - The Assistant Manager/Manager, Talent Management will be responsible for driving talent strategies across the Furniture & Interior Industries. This role requires expertise in talent management, acquisition, and learning & development to support FFSC's mission. The ideal candidate will also have experience in preparing Key Result Areas (KRAs) and Key Performance Indicators (KPIs) to align employee performance with organizational goals and organize placement and apprenticeship drives.
- **Key Responsibilities (KRAs):**
  - **Talent Management:**
    - **Develop Talent Strategies for the Industry:** Create and implement talent management strategies tailored to the unique needs of the

Furniture & Interior Industries, fostering an ecosystem that supports employee growth and retention.

- **Performance Management:** Design and oversee performance management systems, including the preparation of KRAs and KPIs, to evaluate and enhance employee performance, fostering a culture of continuous feedback and improvement.
  - **Succession Planning:** Develop succession plans for key roles within the industry to ensure a pipeline of qualified candidates for critical positions.
  - **Industry-Wide Employee Engagement:** Develop and execute industry-wide employee engagement initiatives to enhance job satisfaction, motivation, and retention across various organizations.
- **Talent Acquisition:**
    - **Recruitment Strategy for the Industry:** Develop and implement effective talent acquisition strategies that attract high-caliber candidates to the Furniture & Interior Industries, ensuring alignment with the specific needs of member organizations.
    - **End-to-End Recruitment Process:** Manage the recruitment process for key industry roles, including job postings, candidate sourcing, screening, interviewing, and onboarding.
    - **Organize Placement and Apprenticeship Drives:** Plan, organize, and execute placement and apprenticeship drives to connect skilled candidates with opportunities across the Furniture & Interior Industries.
    - **Strengthen Industry Networks:** Build and maintain relationships with educational institutions, recruitment agencies, and industry professionals to develop a diverse talent pool for the Furniture & Interior Industries.
    - **Enhance Employer Branding:** Promote FFSC and its member organizations as employers of choice within the industry, leveraging various channels and outreach programs.
  - **Learning & Development (L&D):**
    - **Industry-Specific Training Needs Analysis:** Conduct training needs assessments across member organizations to identify skill gaps and develop targeted learning interventions that cater to the Furniture & Interior Industries.
    - **Develop and Implement Industry-Relevant Training Programs:** Create and deliver training programs that address the specific needs of the

industry, including workshops, e-learning modules, and on-the-job training.

- **Promote Continuous Learning:** Foster a culture of continuous learning and development within the industry by promoting available learning opportunities and encouraging professional growth.
- **Evaluate L&D Effectiveness:** Measure and evaluate the effectiveness of training programs through feedback, assessments, and improvements in employee performance within the industry.

- **Internal & External Interfaces:**

- **Internal:** Collaborate with FFSC leadership, department managers.
- **External:** Engage with external consultants, educational institutions, and member organizations within the Furniture & Interior Industries.

- **Key Performance Indicators (KPIs):**

- **Talent Management:** Industry retention rates, leadership pipeline strength, and employee engagement scores.
- **Talent Acquisition:** Time-to-hire, cost-per-hire, quality of hires, and diversity of the talent pool across member organizations.
- **Placement and Apprenticeship Drives:** Number and quality of placements and apprenticeships secured, employer and candidate satisfaction.
- **Learning & Development:** Training effectiveness, employee participation in L&D programs, and post-training performance improvement across the industry.

## 6) Minimum Qualification Requirements:

- **Education:** Bachelor's or Master's degree in Human Resources, Business Administration, Organizational Development, or a related field.
- **Work Experience:**
  - For Assistant Manager: 2-4 years of experience in talent management, talent acquisition, or learning and development, preferably in the Furniture & Interior Industries or similar sectors.
  - For Manager: 4-6 years of experience with demonstrated leadership in managing HR strategies, talent acquisition, and L&D programs across industries.
  - **Experience in preparing KRAs and KPIs** to ensure alignment of employee performance with organizational goals.

- **Experience in organizing placement and apprenticeship drives** is preferred.
- **Skills:**
  - Strong understanding of HR best practices, talent management, and L&D principles.
  - Excellent communication, interpersonal, and organizational skills.

## **7) Competencies:**

- **Technical Competencies:**
  - Proficiency in HR software, applicant tracking systems (ATS), and learning management systems (LMS).
  - Knowledge of recruitment strategies, talent management frameworks.
  - Familiarity with training evaluation methods relevant to the industry.
- **Generic Competencies:**
  - Strong analytical and problem-solving skills.
  - Excellent interpersonal and collaboration skills.
  - Ability to work independently and manage multiple projects simultaneously.