

Job Description

Assistant Manager, Talent Management

1) Location: We are currently looking for below locations:

- a. Mumbai
- b. Pune
- c. Udaipur
- d. Hyderabad
- e. Kochi
- f. Kolkata

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 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, 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):**
 - **Industry Partner Engagement:**
 - Industry Partner Identification: Identify potential industry partners for apprenticeship and placement opportunities by collaborating with the SE team.
 - Review & Skill Gap Study: Conduct a thorough review of industry partner requirements and skill gaps, ensuring alignment with FFSC's objectives.
 - Orientation: Conduct orientation sessions with industry partners to align on goals, processes, and expectations for apprenticeship and placement.
 - Operations (Apprenticeship/Placement): Coordinate with industry partners to facilitate apprenticeship and placement, ensuring smooth operations and resolving any issues that arise.
 - **Learner Engagement**
 - SIDH Registration: Assist learners in registering on the SIDH (Skill India Digital Hub) platform to ensure their participation in relevant skill programs.
 - Calling for Training/Upskilling: Reach out to registered learners, informing them about training and upskilling opportunities, and ensuring they are aware of available program
 - **Data Management**
 - Region-wise Data Collection: Collect and organize learner data based on region, ensuring comprehensive coverage.
 - Data Entry: Enter collected data accurately into the FFSC database within set timelines.
 - Data Analysis: Analyze the region-wise learner data to identify trends, skill gaps, and areas for improvement to inform strategic decisions.
 - Reporting: Generate detailed, region-wise reports, sharing key insights with the FFSC team and industry partners.
- **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):**
 - Industry Partner Engagement: New partners identified, conversion rate, and partner satisfaction.
 - Skill Gap Study: Number of studies completed and impact on apprenticeship/placement.
 - Orientation: Number of sessions and partner feedback score.

- Apprenticeship/Placement Operations: Number of placements, issue resolution time, and operational efficiency.
- Learner Engagement: Learners registered, registration success rate, and program conversion.
- Training Calls: Calls made, conversion to enrollment, and learner satisfaction.
- Data Management: Timeliness and accuracy of data collection, and actionable insights from analysis.
- Reporting: Timeliness and quality of reports, stakeholder feedback.

6) Minimum Qualification Requirements:

- **Education:** Bachelor's or Master's degree in Human Resources, Business Administration, Organizational Development, or a related field.
- **Work Experience:**
 - Minimum of 2-4 years of experience in HR, placement coordination, or apprenticeship management.
 - Experience working in the furniture, manufacturing, or similar industries is desirable.
- **Skills:**
 - Strong understanding of HR best practices, talent management, and L&D principles.
 - Excellent communication, interpersonal, and organizational skills.

7) Competencies:

- **Technical Competencies:**
 - Data Management: Proficiency in managing learner data, ensuring accuracy, and using databases for reporting.
 - Software Proficiency: Knowledge of platforms like SIDH, MS Office Suite (Excel, Word, PowerPoint), and other relevant software.
 - Report Generation: Experience in creating and presenting reports based on data analysis.
 - Placement Platforms: Familiarity with placement tracking tools and industry-specific platforms.
- **Generic Competencies:**
 - Strong analytical and problem-solving skills.
 - Excellent interpersonal and collaboration skills.
 - Ability to work independently and manage multiple projects simultaneously.