



Lead - Human Resource

UC Inclusive Credit Pvt. Ltd. (UCIC) is an exciting, start-up, impact focused RBI registered Non-Banking Financial Company (NBFC) based in Bangalore. We extend loans (debt) to enterprises that strive to have positive social and/or environmental impact, in a responsible, transparent and sustainable manner. We use a variety of debt instruments and structures to achieve this. As a domestic debt provider, we lend to fast growing impact enterprises with strong promoters and management team and well supported by investors. We lend to enterprises engaged in various sectors viz. Food & Agriculture, Financial Inclusion, Healthcare, Clean Energy, Education, Affordable Housing etc., India.

Location: Bangalore

Summary: We are a people driven organization and the Lead - Human Resource will be a key addition to our organization to help us as we scale up our operations. She/He would get to drive the culture, team building, HR policies and recruitment within the organization and manage some of our external communications as well.

Primary Responsibilities

Recruitment

- Work with the MD and the team to prepare the head count budget (across Debt and support staff) and aid in annual budgeting and planning exercises.
- Reach out to various sources to recruit the right candidate (Linkedin, Colleges, Job Portals, Search Firms etc.)
- Lead the recruitment process. Coordinate interviews across the team and be the focal point. This includes initial screening, reference check calls, administering their case study submission, necessary background checks etc.
- Manage post recruitment work like familiarization of employee with the office manual, code of conduct, access to various common databases and websites, setting up her/his payroll, relocation activities etc.

HR Processes

- Prepare and update the HR manual
- Help in rolling out the technology platform for all firm and specifically HR activities
- Prepare and manage the new joinee's orientation program
- Formulate, update, roll out and manage the policies for UCIC keeping the culture in mind
- Manage leave records of employees

Team Building

- Be the focal point for all the team building activities. Coordinate team outings / field visits
- Ensure the effectiveness of the mentor-mentee program
- Identify training needs and work with the team to ensure that the required training is conducted (this includes debrief on deal closures)



- Oversees the design and implementation of personalized career plans for each team member
- Conduct an annual employee survey and disseminate results and action points as necessary

Performance Appraisal Processes

- Manage and be the focal point for the employee performance appraisals (annual and mid-year)
- Summarize employee reviews and present each case to senior management
- Ensure that the feedback is delivered in a timely manner and the process is seamless

Communications role

- Manage and update UCIC's website
- Manage and update the social media handles (Facebook, Twitter, LinkedIn)
- Coordinate and organize webinars and events along with the team
- Manage master client and investor trackers

Qualifications:

- 5-10 years of relevant experience in managing the People function of an organization in a service industry which is people dependent. Experience in financial services is preferable.
- Self-starter, with solid team skills
- Excellent skills with MS Word, Excel and Powerpoint
- Strong fundamental understanding of people management, culture building, people evaluation and recruitment processes
- Ability to multi-task
- Strong attention to detail and dedication to quality
- Excellent communication skills, both written and verbal

Desired candidates will have the ability to out-perform this job description, thrive in a collegial, dynamic, entrepreneurial and driven culture, and have a passion for making a difference.

Please submit a **resume** and **cover letter** explaining how your skills and experience align with UC's requirements by sending an email to info@ucinclusive.com. Please include "**Lead - Human Resource**" in the subject line.

Shortlisted candidates will be invited by UCIC to participate in the interview and selection process, which will include telephonic interviews and an in-person interview at the final stage.

These positions are open until filled. UCIC is an equal-opportunity employer.