

Company Profile:

Zenexa provides end to end solution for Healthcare Revenue Cycle Management needs to the US clients. The company is providing Revenue Cycle Management Solutions to several providers across specialities. Our presence in Gandhinagar - Gujarat.

Position – Sr. HR**Key Accountabilities:**

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Providing detailed HR reports/Monthly MIS to senior management teams
- Nurture a positive working environment
- Managing talent pools and succession plans to ensure the company can continue to operate in the future.
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

Requirements:

- Proven working experience as HR, 8-12 years (preferably in the healthcare/BPO/RCM industry)
- People oriented and results driven
- Knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- In-depth knowledge of labour law and HR best practices
- Degree in Human Resources or related field (Master's degree preferred)