

# Jeto Vacations Private Limited



2<sup>nd</sup> floor H103 Lane no. 2,  
Behind Saket Metro station  
New Delhi -110030

## HR Manager

Sales & Operations

## Reports to Business Manager

The candidate will report to CEO

## Job Overview

The job will include managing end to end HR function of Jeto Vacations

## Responsibilities and Duties

- Develop and implement recruitment strategies to attract and retain top talent
- Manage the full-cycle recruitment process including job postings, screening, interviewing, and onboarding.
- Drive employee connect sessions and other engagement initiatives, give feedback to the employees and Sr. Management team, resolve issues and employee concerns
- Coach and counsel employees regarding HR policies and procedures with respect to transfer, promotion, compensation, benefits and conditions of employment. Drive internal job postings for the vertical as per the process and ensure the closure within specified timelines
- Develop and update HR policies and procedures, ensuring alignment with current laws and best practices.
- Ensure compliance with labor laws, occupational safety regulations, and employment standards.
- Maintain records and documentation of employee files, ensuring confidentiality and legal compliance.
- Investigate and resolve any compliance or legal issues related to employment, including employee conduct, harassment, or discrimination.
- Work closely with senior management to align HR strategy with business goals.

## **Qualifications**

- Min. 3 years of experience in recruitment/talent management

## **Who should apply?**

- The candidate must be okay with perks of joining a startup (open culture, lack of structure, don multiple hats, flexible roles etc.)
- The candidate must be patient, empathic and understanding to enable our talent to provide exceptional customer service

This job is only for people who wants to take ownership and implement their ideas on how to grow a business in general. We will provide exceptional opportunities and freedom to grow your skills which cannot be matched by any established company

## **Who should not apply?**

- If your motivation is financial instead of learning
- If you want to work in a brand with swanky offices and established structures and processes
- If you are thinking of short-term benefits
- If you are uncomfortable with taking ownership, experimentation and failure

*We have been honest in setting our expectations and we hope if you decide to apply, you will be honest about yourself as well*

## **About us**

Jeto Vacations is a young travel company started in 2019. Our aim is to disrupt the vacation industry in India by providing exceptional customer experience. Founders are significant experience in travel field. Jeto Vacations is located near Saket, New Delhi. We offer:

- Competitive salary and incentives
- Great work culture (a team of young and dynamic folks)
- Opportunity to learn multiple destinations
- Opportunity to see how to grow a company from scratch

**Office Timings-** 10:30 am to 7:30pm (candidate needs to be available out of office hours for urgent work though rarely required)

## **Salary Range**

Fixed salary between 5-9 lpa depending on experience