



<https://namahmedia.in/job/hrhuman-resource/>

HR(Human Resource)

Description

About Namah Media

Namah Media is a fast-growing digital marketing agency specializing in **social media marketing, performance advertising, branding, and content creation**. We work with diverse brands to deliver measurable growth through creative and data-driven strategies.

As we scale, we are building a **people-first, performance-driven culture**, and we're looking for a **Head of Human Resources** to lead our HR function, strengthen team structure, and support our next phase of growth.

Role Overview

The Head of Human Resources will be responsible for building and managing the entire HR ecosystem at Namah Media — from hiring and operations to culture and performance.

This role requires someone who can **balance structure with flexibility**, ensuring smooth processes while maintaining a creative and collaborative work environment.

Responsibilities

A. HR Strategy & Leadership

- Lead and manage the overall HR function aligned with business goals
- Develop HR strategies to support company growth and team expansion
- Build and streamline HR policies, processes, and systems
- Act as a strategic partner to leadership on all people-related decisions

B. Talent Acquisition & Hiring

- Own and optimize the end-to-end recruitment process
- Collaborate with team leads to plan hiring based on business needs
- Build strong talent pipelines for roles across marketing, design, and sales
- Ensure a smooth and positive candidate experience

C. HR Operations & Compliance

- Manage employee records, documentation, and HR operations
- Develop and maintain company policies and internal guidelines
- Ensure smooth onboarding and offboarding processes
- Maintain confidentiality and operational discipline

Hiring organization

Namah Media

Employment Type

Full-time

Job Location

Khirki Extension, Delhi, India

Date posted

April 13, 2026

D. Employee Engagement & Culture

- Build and strengthen a **creative, collaborative, and performance-driven culture**
- Drive employee engagement initiatives and team activities
- Act as a point of contact for employee concerns and conflict resolution
- Foster a transparent and positive work environment

E. Performance Management & Growth

- Design and implement performance review and appraisal systems
- Work with leadership to track team performance and productivity
- Drive initiatives for employee retention and growth
- Support organisational development and team efficiency

F. Learning & Development

- Identify skill gaps and implement training programs
- Create structured learning and growth opportunities
- Support leadership development within the organisation
- Promote a culture of continuous learning

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field
- 3–6 years of HR experience (agency/startup experience preferred)
- Strong experience in **recruitment, HR operations, and employee engagement**
- Excellent communication, interpersonal, and problem-solving skills
- Ability to build HR systems from scratch in a growing company
- Strong organisational and time-management skills
- A proactive, people-first, and solution-oriented mindset

Job Benefits

- Opportunity to build and lead the HR function from the ground up
- Fast-paced growth environment with real ownership
- Exposure to diverse teams (marketing, design, sales)
- Collaborative and creative work culture
- Career growth aligned with company expansion
- Competitive salary and performance-based growth

Contacts

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