

Assistant Manager – Talent Acquisition (Field HR)

Location	Mumbai HO
Department	Human Resources
Reports to	GM – HR
Experience	5+ years as Field HR in pharma sales
Qualification	MBA in Human Resources; bachelor's degree in Life Sciences/Pharmacy preferred

About the role

Own end-to-end HR support for the field sales force, including medical representatives, ASMs, RMs, ZSMs and NSMs, managing the employee lifecycle from onboarding to exit. Partner closely with SBU leadership to keep field HR operations smooth, compliant and employee-focused.

Key responsibilities

- Manage end-to-end recruitment, onboarding and offboarding for field staff (MR, ASM, RM, ZSM, NSM)
- Maintain documentation for new joiners and exits, including employee life-cycle letters and coordination with IT for biometric/email activation
- Design and administer Performance Management System (PMS) and Performance Improvement Plans (PIP)
- Process full-and-final settlements and manage exit formalities
- Act as the primary HR point of contact for the field workforce, reporting to the SBU head
- Build and maintain strong working relationships with field employees

To apply, email your CV to careers@miracalus.com, quoting the role title. No application fee, no third-party portal, ever.

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