UrbanGo Tech LLP

HR Partnership Requirement Brief
Date: 26 October 2025
Prepared by: HR & ADMIN @ The Founder's Office

Objective

UrbanGo Tech LLP is seeking a full-service Human Resource Partner to support staffing and workforce management across multiple functional domains. The partner will provide end-to-end HR services including talent acquisition, onboarding, payroll management, compliance, day-to-day HR support, and exit procedures.

Our goal is to establish a **seamless, accountable, and transparent HR management system** that enables consistent workforce performance, operational clarity, and compliance, allowing our organization to focus on business growth and delivery excellence.

Scope of Work

1. Talent Acquisition & Selection

- Understand our business model, departmental requirements, organizational culture, and role expectations.
- Source, evaluate, and shortlist candidates aligned with job descriptions and skill requirements.
- Conduct initial screening interviews and competency assessments before presenting final candidates.

2. Key Role Categories & Skill Expectations

a. Pre-Sales, Sales, Business Development & Key Account Professionals

- New market development, lead generation, client acquisition, and revenue growth.
- Experience in consultative selling and closing deals.
- Strong communication, negotiation, and relationship management skills.

b. Marketing Professionals

- Plan and execute ROI-driven digital and offline marketing campaigns.
- Knowledge of marketing analytics, performance measurement, and market development research.
- Experience in targeted growth strategies and campaign optimization.

c. Graphic Designers

- Proficient in Adobe Creative Cloud Suite (Photoshop, Illustrator, InDesign, After Effects, etc.).
- Ability to conceptualize and deliver high-quality visual content aligned with brand identity.
- Strong creative thinking and collaboration skills.

d. Website Designers & Developers

- Skilled in latest web technologies, frameworks, and programming languages.
- Capable of building responsive, user-focused, high-performance websites.
- Experience in UI/UX implementation and CMS management preferred.

---

3. Verification & Compliance

- Conduct background checks: education, employment history, identity, and police verification where required.
- Ensure legal and statutory compliance is fully adhered to.

4. Documentation & Onboarding

- Manage HR documents including offer letters, NDAs, onboarding kits, and joining formalities.
- Facilitate smooth onboarding and role alignment.

5. Employment Engagement Model

- Deploy selected candidates under partner payroll (third-party deployment) or UrbanGo Tech LLP payroll as needed.

6. Day-to-Day HR Support

- Attendance, leave, performance tracking, HR query handling, and overall employee engagement.
- Ensure consistent communication between deployed personnel and internal teams.

7. Payroll & Statutory Management

- Monthly payroll processing with PF/ESI/PT deductions and statutory compliance reporting.
- Manage reimbursements, incentives, and full & final settlements professionally.

8. Exit & Replacement Management

- Coordinate smooth exit formalities and documentation.
- Ensure timely replacement to prevent workflow disruption.

Outcome Expectation

A **transparent, accountable, and efficient HR management system** that ensures consistent workforce performance, operational clarity, and compliance. This partnership will enable UrbanGo Tech LLP to maintain focus on strategic growth and delivery excellence.

Prepared by:
HR & ADMIN
Founder's Office
UrbanGo Tech LLP