

Employment Opportunity

Vacancy: Assistant Manager / HR Manager

Salary: 70k, depending on Present CTC

Location: New Delhi (on-site)

Reporting to: Chief Operations Officer

Starting Date: 1st June, 2023

Contract Period - The consultancy contract will initially be for 12 months (till 31 December 2024), and will be extendable annually subject to availability of funds and the candidate's performance.

Description of Vacancy

The HR Executive is responsible for overall human resource and administrative operation of the office including end-to-end recruitment, implementation of HR policies, employee induction, administration strategy and management, day-to-day logistic arrangements, and office management. This position will directly report to the smooth running of the office and contribute in driving organisational growth.

Responsibilities

- (a) Undertake day-to-day office management, including but not limited to, maintaining stationery supplies and allocation records, coordinating timesheet updation, managing official documents, and coordinating with the concerned employees for the same;
- (b) Undertake end-to-end recruitment, including but not limited to, making recruitment advertisements and tasks incidental thereto, responding to applications, scheduling interviews, conducting preliminary interviews, shortlisting candidates, and completing on boarding formalities for new recruits and interns;
- (c) Draft and maintain employee contracts and documents in both hard copy and soft copy formats;
- (d) Maintain leave records and ensure compliance with the organisational leave policy;
- (e) Manage the reception and attend to clients and walk-ins, and visits by stakeholders;
- (f) Manage an active calendar of appointments;
- (g) Arrange detailed travel plans, itineraries, and agendas;
- (h) Handle incoming and outgoing correspondence (e-mails, letters, packages, etc.) and directing to concerned staff;
- (i) Ensure appropriate level of compliance by all staff of HR and Operational policies through trainings, one-on-one counselling and follow ups;

- (j) Facilitate internal employee engagement in the team to aid a positive work environment, which could include fun at work events, celebrations, formal and informal employee communication forums (townhalls, skip meetings etc.);
- (k) Provide logistics support for various meetings, training and travel undertaken by core team members, field-based staff and other stakeholders;
- (l) Submit timely reports and prepare presentations/proposals as assigned;
- (m) Contribute to creating safe, productivity-enhancing working spaces for colleagues through improving cleanliness, safety-security and health-sanitation-hygiene standards;
- (n) Undertake general operations tasks including updating the official website, assist in organising conferences, roundtables workshops etc. as maybe required, documenting meetings and events; and

Essential Qualifications

- (a) Open to Indian citizens only;
- (b) Bachelor's/Master's degree in commerce, human resource management, industrial psychology, business management / relevant areas;
- (c) 4-6 years of experience in the Admin/ HR domain working on recruitment, payroll, and office management;
- (d) Good knowledge of MS Excel, Word, Powerpoint; understanding of Zoho Suite an advantage.
- (e) Self-starter with ability to work independently with minimum supervision; high standards of professionalism including being detail-oriented, meticulous and organised;
- (f) Effective team player;
- (g) Strong sense of personal integrity and understanding of confidentiality and ethics;
- (h) Ability to work in a multi-cultural environment and travel as required to different field sites;
- (i) Ability to multitask, prioritise and manage time efficiently and deliver work as per deadlines;
- (j) Excellent interpersonal, oral, and written communication skills in English and Hindi;
- (k) Attention to detail.

Shortlisted candidates may be required to appear for a written test and/or an interview. Candidates based outside New Delhi may appear for the written test and/or interview remotely.

How to Apply

Interested candidates can mail their detailed resume at contact@peopable.co.in **(Please mention the position name in Subject.**