

JOB TITLE: HR AND ADMIN OFFICER

JOB PURPOSE

As the HR and Admin Officer will be overseeing the HR, Admin, Procurements, and Security Management for the country office. This position will primarily focus to ensure smooth and efficient operations within these areas. This position will be briefly responsible for implementing and managing HR policies and procedures, including recruitment, onboarding, training, performance management, and employee relations. This position will also handle administrative tasks such as office management, facilities maintenance, and coordinating meetings and events. Additionally, it also requires to follow the procurement aspect, and oversee purchasing activities, negotiate contracts with vendors, and ensure cost-effective procurement practices. Moreover, this will also be responsible for developing and implementing security protocols to safeguard the organisation assets, employees, and information. Overall, this role will be pivotal in ensuring the organization runs effectively and complies with relevant regulations and standards.

RESPONSIBILITIES

Human Resources:

Recruitment and Onboarding:

- Coordinate the recruitment process, including job postings, resume screening, and scheduling interviews. assist in the selection process end to end process.
- Facilitate the onboarding process for new employees, including orientation and training.

Employee Relations:

- Serve as a point of contact for employees regarding HR-related inquiries and issues.
- Address employee concerns and grievances in a timely and effective manner.
- Promote a positive and inclusive work environment through effective communication and conflict resolution.

Benefits Administration:

- Manage employee benefits programs, including health insurance, retirement plans, and other perks.
- Assist employees with benefit inquiries and enrollment processes.
- Coordinate with benefit providers to ensure accurate and timely administration of benefits.

HR Compliance:

- Stay informed about employment laws and regulations and ensure compliance with relevant legislation.
- Maintain accurate employee records and documentation in accordance with legal requirements.
- Assist with audits and investigations as needed.
- Track attendance and submit the analysis to the line manager.

Day to day operations:

Administration:

- Manage daily administrative tasks, including maintaining the various registers, scheduling meetings, and handling correspondence.
- Maintain office supplies inventory and ensure sufficient stock levels.
- Oversee office maintenance and ensure a clean and organized workspace.
- Assist in the development and implementation of office policies and procedures.
- Coordinate travel arrangements and accommodations for staff as needed.

Procurement:

- Source and procure office equipment, supplies, and services at competitive prices.
- Negotiate contracts with vendors and suppliers to ensure cost-effectiveness.
- Maintain accurate records of procurement transactions and contracts.
- Monitor inventory levels and reorder supplies as necessary.
- Evaluate supplier performance and make recommendations for improvement.

Logistic Management:

- Coordinate logistics for company events, meetings, and conferences.
- Arrange transportation and accommodation for staff and guests.
- Ensure timely delivery of goods and services to meet organizational needs.
- Monitor and track shipments to ensure on-time delivery and minimize delays.
- Resolve any issues or discrepancies related to logistics and transportation.

Security Management:(This position will be also responsible to be safety and security focal with organisation and responsible to implement the global policies. Which also requires coordination with other country teams)

- Develop, implement, and update security policies and procedures to protect company assets, employees, and visitors.
- Conduct regular risk assessments and security audits to identify potential vulnerabilities and areas for improvement.
- Coordinate with department heads to develop emergency response plans and ensure all employees are trained in security protocols.
- Manage access control systems, including issuing and revoking access credentials as needed.
- Monitor security cameras and alarms, and respond to security incidents in a timely manner.
- Liaise with external security vendors and law enforcement agencies as necessary.
- Conduct investigations into security breaches or incidents and recommend corrective actions.
- Maintain accurate records of security-related incidents, investigations, and actions taken.
- Provide security awareness training to employees and promote a culture of security awareness throughout the organization.

COMPETENCIES

- Commitment to organisation's values and principles
- Self-managed/ self-motivated/ self-driven
- Proficiency in office software and systems
- Results-oriented person
- Team player

- Ability to work with different stakeholders
- Time management
- Excellent written and verbal communication skills to communicate complex, technical information simply and articulately.
- Cross-cultural comprehension
- Ability to support for develop and implement the policies and procedures
- Agility in responsiveness
- High proficiency in presentation skills and group facilitation

EDUCATION QUALIFICATIONS

- Bachelor's/ Master's degree in Human Resource, or a related field. Professional certifications (e.g., PGDHRM, MHRM, EDPs, MBA-HR, SHRM-CP, or the courses from the HRCI) are a plus.
- Excellent knowledge of HR compliances (**especially for the INGO registered under the liaison office**) such as FEMA (under RBI), Trust, Section 8 companies, etc.
- Strong understanding of HR principles, practices, and procedures.
- Excellent interpersonal and communication, analytical skills with attention to detail and accuracy.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite and HRIS software.
- Ability to work effectively in a team and collaborate with diverse stakeholders and to be able to work independently and adhere to tight time lines
- Strong organizational and time management skills, with the ability to prioritize and meet deadlines.
- Result oriented & effective organizational and planning skills.

WORK EXPERIENCE

- Minimum 5 years of experience in HR and Administration Field-NGO experience preferred,
- Working with I/NGO for children and Adolescents.
- HR, Admin and Procurement Management Experience - worked with funding or implementing partner organisation

REMUNERATION

- Salary as per industry (negotiable based on competencies)

LOCATION

- The job will be based in organisation's India country office Mumbai and travel to project areas (within India and outside India).

DURATION OF CONTRACT

- The initial duration would be 24 months (two years), including a probation period of 6 months from the date of joining.

HOW TO APPLY-

Interested candidates are invited to submit their resume along with a cover letter detailing their relevant experience and motivation to **contact@pmspl.net**.

Mumbai based women candidates would be the preference for this post