

Job Description

Designation: Executive - Human Resource and Admin

Base Location: Powai, Mumbai, Maharashtra.

Project Locations: Pan India

Job title: Admin/HR in charge

HR Role

- Organize the end-to-end recruitment process, including sourcing, screening, and interviewing candidates
- Facilitate the onboarding process for new hires, ensuring a smooth transition into the organisation
- Maintain accurate and up-to-date employee records, ensuring compliance with relevant regulations
- Coordinate training programs and workshops to enhance employee skills and capabilities
- Create KRAs and organise periodic employees performances review and progress update
- Support the implementation and enforcement of HR policies and procedures
- Plan and organise employee engagement activities and events
- Manage the complete payroll process, ensuring accuracy, confidentiality, and timeliness in all transactions
- Ensure compliance with Indian statutory laws including PF, ESI, PT, Income Tax, TDS, and other relevant regulations

- Serve as the primary point of contact for inquiries related to HR and resolving issues
- Generate accurate payroll reports, including salary statements, benefits, and deductions. Ensure all reporting is compliant with Indian financial and tax regulations.
- Identify opportunities to improve payroll processes and systems to enhance service delivery and operational efficiency
- Collaborate with other teams, such as HR and Finance, to ensure information flow is accurate and timely resolution

Admin Role

- Implement Rules & Regulations as per Policies of the organization - Office timing, Attendance and leave policy, other policies.
- Powai Office Centre management.
- Link between external and internal flow of information and communication on timely manner
- Travel bookings and lodging and boarding arrangements
- Onsite field level project implementation support
- Documentation support, Filing systems and Storage Arrangements
- Events management and Logistics Arrangement
- House Keeping and office space arrangement and management.
- All Assets Records, Maintenance and supervision
- Managing the Discover It and visitors of the organization

Qualification and Experience:

- Bachelor's degree in Human Resources, Business Administration, or a related field

- 2 - 3 years of experience in HR and Admin roles, with a focus on recruitment, employee relations, and HR administration
- Having at least 3 years of experience in payroll processing and managing HRMS software, Admin and operational experience

Skills Required:

- Proficient in candidate sourcing, interviewing techniques, and selection processes.
- Excellent written and verbal communication skills for effective employee interactions and documentation
- High level of integrity and confidentiality in handling HR and organisational matters
- Work with the management in alignment with the organisational goals and growth vision.
- Effective Management and organisational skills, problem solving abilities, team management

Remuneration:

Rs. 25,000 /- Rs. 30,000/- pm (Rs. 3,00,000/- to Rs. 3,50,000/- pa)