

JOB DESCRIPTION: HR OFFICER (RECRUITMENT, PAYROLL & STATUTORY COMPLIANCE)



THE PROFILE

We are looking for a Recruiter with full-cycle recruiting experience, from candidate sourcing, shortlisting to interviewing and hiring. In addition to the Recruitment role, the person will handle all HR Statutory compliances like employee PF, Gratuity as well as HR Audit and Group Medical Insurance.

KEY RESPONSIBILITIES – RECRUITMENT

- Develop and update job descriptions
- Source and recruit candidates by using our database, social media and other innovative sources
- Proactively use Internal Job Posting and Employee Referral as means for sourcing
- Screen candidate's resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools to filter candidates within schedule
- Assess applicant's relevant knowledge, skills, soft skills, and experience
- On-board new employees in order to become fully integrated
- Provide analytical and well documented recruiting reports to the rest of the team
- Act as a point of contact and build influential candidate relationships during the selection process

KEY RESPONSIBILITIES – STATUTORY COMPLIANCE

- Coordination for payment of PF & Gratuity, Professional Tax.
- Processing & Preparing the Statutory Forms.
- Submission of PF forms Declarations / withdrawals and transfers

KEY RESPONSIBILITIES – STATUTORY COMPLIANCE

- Compile payroll data and send it to Finance for processing on time.
- Handling salary related issues/grievance.
- Keep informed about changes in tax and deduction laws that apply to the payroll process
- Provide information to employees and managers on payroll matters, tax issues, and other provisions.

EXPERIENCE AND QUALIFICATIONS

- Proven work experience as a Recruiter (either an in-house recruiter or a staffing agency recruiter)
- Hands on experience with various selection processes (phone interviewing, reference check etc)
- Familiarity with HR databases, Applicant Tracking Systems (ATS) and Candidate Management Systems (CMS)
- Hands-on experience with recruiting software, as well as Human Resource Information Systems (HRIS)
- Excellent communication and interpersonal skills
- Strong decision-making skills
- Master's Degree in Human Resources
- Minimum 2 years of experience in handling recruitment, all statutory compliances and Payroll
- Knowledge of Statutory compliances mandatory
- High proficiency with Microsoft Office Tools (Excel, PowerPoint, Word, Outlook)

COMPETENCIES AND PERSONAL ATTRIBUTES

- Must be proactive, self-directed, self-motivated, detailed, quick learner and organized.
- Problem solving ability and detail oriented
- Ability to connect easily and a dynamic and versatile approach
- Ability to provide excellent customer service with a sense of urgency and a teamwork mindset

APPLICATIONS

To be sent by 14th August 2017 via email to vibhavari@snehamumbai.org with Subject line: SNEHA_HR Officer