

JOB DESCRIPTION



OPENING FOR: HUMAN RESOURCE COORDINATOR

NAME OF THE PROGRAM: CENTRAL OPERATIONS

ROLE REPORTS TO: ASSOCIATE DIRECTOR- HR & ADMIN

LOCATION: SANTACRUZ

ABOUT SNEHA

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA targets four large public health areas: Maternal and New born Health, Child Health and Nutrition, Sexual and Reproductive Health and Prevention of Violence against Women and Children. Our approach is two-pronged: it recognises that in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work at the community level to empower women and slum communities to be catalysts of change in their own right and collaborate with existing public health systems and health care providers to create sustainable improvements in urban health.

PURPOSE OF THE ROLE

Responsible for end to end Recruitment for SNEHA and support other HR function related activities

DUTIES & RESPONSIBILITIES

1. Managing the complete recruitment cycle from Identifying the candidate from diverse sources to on-boarding of the employee.
2. Work closely with departments/ Program to understand the Hiring needs and requirements.
3. Identifying, Developing and maintaining relationships with colleges and university's Placement cell for campus Hiring and Alumni Association.
4. Finding new and Innovative ways for sourcing and Hiring Potential Candidates
5. Work closely with Associate Director-HR & Admin for Implementation of HRIS Modules.
6. Analyse the effectiveness of hiring process on the various parameters as per SNEHA guidelines
7. Presenting effectiveness results of the hiring process to the Leadership Team
8. Partnering with various NGO's to create Human Resource network.
9. Participate in HR benchmarking exercise with partner organisations
10. Participate in conferences to keep up with the industry trends

EDUCATIONAL QUALIFICATION AND EXPERIENCE REQUIRED FOR THIS ROLE

1. Master's Degree in Human Resources with minimum 2 years of experience in handling Recruitment
2. HRIS experience preferred.
3. High proficiency with Microsoft Office Tools (Excel, PowerPoint, Word)
4. Diploma or certification in counselling or social work will be an added advantage

PERSONAL ATTRIBUTES

1. Must be proactive, self-directed and result oriented
2. Team work and Collaboration
3. Analytical ability and high proficiency with numbers
4. Ability to provide excellent customer service with a sense of urgency
5. Assertive

APPLICATIONS

Interested candidates can send their CV's with cover letter by Date on ankita.gupta@snehamumbai.org with Subject line: **SNEHA-HR COORDINATOR**