

JOB DESCRIPTION



Job ID: [HR| OPS-HRD| FT| HRO-03| SC| 21](#)

OPENING FOR: [HR OFFICER](#)

NAME OF THE PROGRAM: [CENTRAL OPERATIONS](#)

ROLE REPORTS TO: [COORDINATOR-HR](#)

JOB 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 recognizes 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.

ROLES & RESPONSIBILITIES

- Manage Leave and Attendance cycle for Full time and Part time staff.
- Study effectiveness of new launched HR process through Employee Feedback Surveys
- Handle statutory and HR Funder audits from time to time
- Liaise with vendor on PF, Gratuity and Insurance related matters
- Ensure Data Accuracy of the HR Systems and database
- Responsible for employee life cycle events like Transfer, Confirmation, Re-designation etc.
- Responsible for Induction and On-boarding for the new joiner
- Responsible for generation of contracts, employment and other HR related letters
- Responsible for training & development initiatives
- Conduct workshops on Performance Management, Buddy Program for employees
- Generate and Analyze MIS Reports on a timely basis
- Assist with the recruitment process by identifying candidates, conducting reference checks and issuing employment contracts
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Assist in development and implementation of human resource policies
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates

EXPERIENCE AND QUALIFICATIONS

1. Graduate Degree in Human Resources with **minimum 1 year of experience in handling HR Operations**
2. HRIS experience preferred
3. **Knowledge of Statutory compliances is a must**
4. High proficiency with Microsoft Office Tools (Excel, PowerPoint, Word)

COMPETENCIES AND PERSONAL ATTRIBUTES

1. Must be proactive, self-directed, self-motivated, detailed, quick learner and organized
2. Problem solving ability and detail oriented
3. Ability to provide excellent customer service with a sense of urgency

APPLICATIONS

Interested candidates can send CV via email on: shikha.kotian@snehamumbai.org with Subject line: **SNEHA: Central Operations-HR Officer**