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
- Talent Acquisition Specialist & Engagement Champion to join the Human Resources department and oversee their full cycle of recruitment
- This include sourcing candidates through various channels, planning interview and selection procedures and hosting or participating in career events.
- Posting the job description on different portals/Sources and internally.
- Contacting candidates, following-up with candidates, and managing candidate pipeline
- Coordination with the candidates and the internal stake holders
- Reference check, Offer Negotiation and Offer Release as per TAT and Post-offer follow up until joining
- Improvising on the recruitment process and make it streamline
- Maintaining various MIS related to recruitment and Organogram of the organization
- 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 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 3 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-Santacruz