

## JOB DESCRIPTION



**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 Newborn 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 till 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 and HR analytics
- 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
- 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 process
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates –Attrition and Retention analysis
- Role concentrated to 50% recruitment and 50% as generalist within the HR team

### **QUALIFICATION & EXPERIENCE**

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

### **SKILLS & COMPETENCIES**

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 employee service with a sense of urgency

**APPLICATION**

Interested candidates can send CV via email on: [sejal.kandalgaonkar@snehamumbai.org](mailto:sejal.kandalgaonkar@snehamumbai.org) with Subject line: **SNEHA: Central Operations-HR Officer**