1) Job Title	**:**	**HR & Admin Executive**
Station Head quarter	**:**	**Pune**
No. of Posts	**:**	**1**
Educational Qualification	**:**	**Master's Degree in Human Resource Management or Master in Social Work, / Bachelor's Degree in Business Administration, or a related discipline.**

Experience & Skill: 3-5 years of experience in Human Resource Management including Recruitment & Talent Acquisition, HR Documentation and Records Management, Employee Relations, Performance Management, Learning & Development Coordination, Labour Laws and Statutory Compliance, Payroll and Attendance Management.

Proficiency in MS Office (Word, Excel, PowerPoint). Excellent communication skills in English, Marathi, and Hindi. Strong organizational, interpersonal, and time management skills. Experience in the NGO/Development Sector will be preferred.

Key Responsibilities

1. Recruitment & Talent Acquisition

- Coordinate the end-to-end recruitment process from manpower requisition to onboarding.
- Draft and publish job advertisements on recruitment portals, social media, and other sourcing platforms.
- Screen resumes, shortlist candidates, and coordinate interviews.
- Conduct preliminary HR interviews, wherever applicable.
- Prepare and issue Offer Letters, Appointment Letters, and other recruitment-related documents.
- Ensure smooth joining formalities and onboarding of new employees.

2. Employee Records & HR Documentation

- Maintain accurate and up-to-date employee personnel files (both physical and digital).
- Manage employee records related to appointments, confirmations, promotions, transfers, increments, resignations, and exits.
- Prepare HR reports, employee databases, and HR Management Information System (HRMIS) records.
- Ensure confidentiality of employee information and HR documents.

3. Employee Onboarding & Induction

- Organize and facilitate induction and orientation programs for new employees.
- Introduce new employees to organizational policies, procedures, and culture.
- Coordinate completion of all onboarding documentation.

4. Performance Management

- Coordinate probation confirmation and annual performance appraisal processes.
- Maintain appraisal records and follow up with reporting managers.
- Support career development and employee growth initiatives.

5. Learning & Development

- Coordinate employee training programs and capacity-building initiatives.
- Maintain training calendars, attendance records, and evaluation reports.
- Assist in identifying employee training and development needs.

6. Employee Engagement & Relations

- Organize employee engagement and welfare activities.
- Address employee queries and provide HR-related support.
- Assist in maintaining positive employee relations and resolving routine HR concerns.

- Promote a healthy, inclusive, and collaborative work environment.

7. Payroll & Attendance Support

- Maintain attendance, leave, employee time records
- Verify payroll inputs and coordinate with the Finance Department for salary processing.
- Maintain leave balances and attendance reports.

8. HR Compliance

- Support compliance with applicable labour laws and statutory requirements, including EPF, Gratuity, and other relevant regulations.
- Ensure adherence to organizational HR policies and procedures.
- Maintain statutory records and documentation as required.

9. General Responsibilities

- Provide administrative support to the HR department.
- Perform any other HR-related duties assigned by the HR Manager or Management.
- Maintain high standards of professionalism, integrity, and confidentiality.

Compensation

Salary and benefits shall be commensurate with qualifications, experience, and the organization's HR policies.
