

**HR and Administration Manager, Action For India**

<b>Role</b>	HR and Administration Manager
<b>Compensation</b>	Up to 8.0 L. P.A.
<b>Qualification</b>	Master’s Degree in human resources or related discipline, or equivalent combination of education and experience
<b>Experience</b>	A minimum of 4-5 years of work experience as an HR & /Admin Officer, HR Administrative Assistant or similar role in reputed organization
<b>Location</b>	Remote

**About Action For India**

Our core customers at Action For India (AFI) are early-stage, tech-enabled, for-profit social entrepreneurs of India. Our mission is to identify these high-potential social entrepreneurs (working in sectors such as Education, Healthcare, Agriculture, Livelihood, Clean-Tech, and Fin-Tech) and connect them with resources to help scale the impact of their work - be it funding, mentors, technology resources, government decision-makers or customers. Since its inception in 2012, AFI has helped more than 1000 social entrepreneurs in their scaling journeys.

AFI is an international impact organization with presence in the USA, UK and India. In India, we are a Section 8 Company (with 80G, 12A and FCRA certifications) and in the US we are a 501-c3 organization. Our two active chapters outside India are in Silicon Valley, USA and London, UK.

Our main initiatives include the AFI Annual Forum, Social Enterprise Advisory Services (SEAS), Women in Social Entrepreneurship (WISE), AFI i-TIC Foundation Social Entrepreneurship Accelerator (AISEA), Impact Investment Fund (3i Partners) and the Silicon Valley Challenge (SVC) Trek.

AFI has been supported by several foundations and investors including eBay Foundation, UNGC, IDRF, Guru Krupa Foundation, Deshpande Foundation, Omnivore, Let’s Venture, etc..

We have also been supported by tech giants such as Intel, Cisco, HP, Nokia, etc. to give impetus to our programs.

For further details, please visit <https://actionforindia.org/>

## **About the Role**

### **Key Deliverables:**

1. Organize and maintain personnel records
2. Update internal databases (e.g. record sick or maternity leave)
3. Prepare HR documents, like employment contracts and new hire guides
4. Revise and update company policies
5. Liaise with external partners, like insurance vendors, and ensure legal compliance
6. Answer employees queries about HR-related issues
7. Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
8. Work with senior management to resolve employee relations issues pragmatically.
9. Evaluate the need for employee training and development and make recommendations.
10. Arrange travel accommodations and process expense forms
11. Maintain HR procedure documents and can multi task various administrative responsibilities in a timely manner.
12. Manage timesheets for office, ensuring timely submission, approval, accuracy, and filing
13. Manage the new hire orientation and exit process.
14. Review job advertisements prior to posting, screen CVs, conduct telephone screenings, coordinate interview teams, participate in interviewing candidates and ensure that documentation is collected and recorded/filed.
15. Coordination with various agencies to ensure compliance, taxation and organization processes
16. Coordination with the operational team for smooth work flows

### **You'll excel in this role if you possess the following skills and attributes:**

1. Proven work experience as an HR Administrator, HR Administrative Assistant or relevant role
2. Experience with HR software, like HRIS or HRMS
3. Proficient in MS Office, including Word, Excel and Outlook
4. Thorough knowledge of labor laws
5. Excellent organizational skills, with an ability to prioritize important projects
6. Strong phone, email and in-person communication skills
7. Fluent in written and spoken English
8. Ability to work with managers to assess complex issues pragmatically.
9. Ability to define problems, establish facts, analyze situations and make decisions.

### **How to Apply:**

Candidates who fulfill the eligibility criteria should email their resume and cover letter to [careers@actionforindia.org](mailto:careers@actionforindia.org) with the subject line - HR and Administration Manager