

Profile: Assistant Manager - HR

Location of Job: Ranchi

Type of Employment: Contractual

No. of Position: 01

JOB PURPOSE

THF expects the Assistant Manager – HR to have knowledge of various HR functions. They will be responsible for delivering on the organization's plans on recruitment, induction, training intervention planning, data management, employee engagement, performance management and other HR activities.

KEY ACCOUNTABILITIES

- Responsible for strategically planning and sourcing the potential candidates.
- Lead full-cycle of recruitment process and directly recruit positions; develop candidate rosters, employ traditional sourcing strategies, actively network and employ innovative, creative recruiting methods to hire the best talent.
- Lead Onboarding and Induction process for new joiners.
- Maintain all documentation pertaining to Recruitment, including tracking weekly recruitment metrics.
- Manage accurate employee database for HRMS.
- Develop and maintain a work friendly environment for all staff.
- Develop a deep understanding of the THF's culture and values and align these with sourcing and attracting talent.
- Develop and maintain a collaborative relationship with key stakeholders internally and externally including HR staff, Universities, recruiting agencies, etc.
- Work closely with hiring managers to review the Job descriptions and make sure all the JDs are updated.
- Organize in-take meetings with hiring manager before initiating work on any open position to understand the need of the position and skill set of the candidate.
- Communicate with external vendors/ consultants etc.
- Follow up HR vendors payments & closure.

- Manage the personnel paperwork processes for all routine hires, position changes and terminations.
- Support payroll system including calculating employees' compensation, updating our internal payroll databases, and ensuring timely payments.
- Support HR department to bridge management and employee relations by addressing demands, grievances, or any other issues.
- Plan training needs and support HR department to make Training calendar along with monitoring training programs.
- Coordinating the employee's exit and tracking status of full & final settlement.
- Management Information/Reporting: Recruitment MIS, Employees MIS.
- Contribute to Improve efficiency and effectiveness in HR delivery.

Key interactions

- Head Office Accountant
- Head Office HR
- Regional Office Staff
- Project Accountant
- Project HR

OTHER INDICATIVE REQUIREMENTS

Educational Qualifications

- Graduate in any discipline.
- MBA with HR specialization will be preferred.

Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.)

- 4 to 6 years' total HR experience
- Preferably from Social Development sector
- Computer Skills: Must be proficient in Word, PowerPoint, Excel;

- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Interpersonal skills to form effective working relationships with people at all levels.
- Ability to analyze, interpret and explain employment and other laws.
- Outstanding organizational and time-management abilities
- Excellent communication and interpersonal skills
- Problem-solving and decision-making aptitude
- Ethical and dependable
- Willing to travel PAN India.

Please share your resume at: contact@pmprsl.net.in