

Job Description for HR Coordinator (female candidate preferable)

Recruitment :-

- Development and implement recruitment strategies to attract and \ retain talent.
- Manage job postings, candidate screening, and interview processes.
- Coordinate on boarding and orientation for new hires.
- Processing payroll formalities of offer letter, appointment letter, memo letter, representation letter, retirement letter/agreement, resignation acceptance letter, visa support letter, salary certificate, experience letter
- Conducting orientation and induction sessions

Compliance and Administrative Duties:

- Ensure compliance with labour laws and regulations. Develop/update/review policies, guidelines and procedures.
- Maintain accurate and confidential employee records in software and hardcopy records.
- Prepare and present HR reports for the senior management.
- Build capacity of admin team and maintain relationships with partner organizations and
- sister organization units

Required Skills, Qualities and experience :- Strong ability to manage multiple tasks and priorities efficiently.

- Strong Communication and Interpersonal Skills
- Problem-Solving Ability
- Leadership Skills
- Languages known: English, Gujarati and Hindi
- Minimum 3 to 5 years' experience in relevant field

Attention to Detail:-

- High level of accuracy in managing employee records and compliance requirements.
- Strategic Thinking: Capability to align HR practices with organizational goals and strategy.

Required Education Qualification:-

- Bachelor's / Master's Degree In Human Resources, Business Administration, Psychology, or a related field
- Human Resources Management, Business Administration (MBA)