

## **OVERVIEW:**

The HR Executive will report to the HR Manager and will have all the responsibilities of supporting the HR activities & tasks pertaining to the employee lifecycle. The functions and responsibilities are listed below which describe the typical day-to-day activities.

### **1. Medical Insurance**

- Assist & coordinate with employees to obtain cashless facility
- Add medical insurance data of employees to SAP
- Handle query management from employees

### **2. Letter Management**

- Prepare letters such as Employment letters, Loan letters, Address proof letters, Salary Advance letters, Appraisal letters, Relieving letters, Experience letters etc., as per request
- Prepare letters for all Expat new joiners such as Visa letters, FRRO letters, Justification letters etc., as per process and guidelines
- Prepare Employment & Consultancy contracts for all new joiners as directed with accurate and relevant information

### **3. Files & Records Management**

- Prepare personnel physical files with relevant documents & letters for all new joiners
- Ensuring all relevant back papers, letters, employment contracts & documents are scanned and filed in the respective employee files for existing employees
- Managing and updating relevant documents on Google drive and repository

### **4. PF Query Management**

- Assist with handling all PF queries from Locals, Expats faculty and Admin staff
- Coordinate with PF caseworkers and Point-of-Contacts for pending PF cases
- Fluent with the usage of the EPFO portal and assist employees with queries

### **5. Leave Management**

- Assist with Leaves tracking & pending leaves to-be-updated by Staff and Admin
- Track, validate and update Loss of Pay (LOP) cases with accuracy in excel trackers and SAP
- Track, validate and update Compensatory-Offs in excel trackers and SAP

## **6. MIS and Reports**

- Provide timely and accurate reports such as new joiner reports, exit reports, employee reports as per requirement
- Maintain accurate database of reports on a monthly basis
- Track and provide punch-in & punch-out reports as per requirement
- Assist with preparation of paperwork and documentation for Audit purposes, when required

## **7. Administrative Tasks**

- Assist and accompany with visits to FRRO office with Expat faculty as per request with relevant documentation from the FRRO office
- Coordinate with concerned internal departments/individuals for team meetings, get-togethers etc.
- Proficient in recording minutes of the meetings, sharing actionables with stakeholders and follow-up for closure of action points

## **8. HR Operations**

- Updating Recruitment & Exit trackers with relevant information respectively
- Assist with new joiner Orientation & Induction at the start of the Academic year
- Assist with Exit clearances of leavers on the last working day
- Conduct written & verbal Reference Checks for offered candidates
- Accurate Invoice management, raising Purchase Requisitions, ensuring vendor payments are accurate and timely
- Coordinate with vendors for salary bank accounts, giftings, Chartered Accountant for ITR filing etc., as the need maybe.
- Assist and collate accurate inputs for monthly Payroll processing by coordinating with different stakeholders

### **DESIRED CANDIDATE PROFILE:**

- Master's Degree in Human Resources preferred with minimum of 4-6 years of demonstrated relevant experience
- Detailed oriented self-starter exhibiting sound judgement with ability to prioritize important tasks and decisions
- Maintain integrity, discretion and confidentiality at all times
- Resourceful, can-do attitude, team player capable of cultivating productive working relationships across the organization
- Excellent computer skills, including the Microsoft Office Suite (Word, PowerPoint, and Excel)
- Ability to oversee and multitask various responsibilities efficiently with limited guidance
- Exceptional verbal communication along with writing, editing, and proof-reading skills