Associate - Human Resources will be responsible for all human resources related activities. She/he will be the one-point contact for all associates in all metro location. On regular interval interaction with associates in field and meetings to handle their issues formally and informally, forward them to concerned project lead for follow up for resolution.

Job Description of the Position

 Main areas of responsibilities will include but not be limited to:

Recruitment:

- ➢ Maintain a database of budgeted positions viz-a-viz status and provide suitable human resources for vacant positions at the location
- ➢ Actively plan the recruitment cycle of such new requirements and implement them
- ➢ Generate offer letters; contract letters for the selected candidates issue them.
- ➢ On boarding and Induction:
- ➢ Responsible for planning and ensuring systematic induction for all new employees of the designations.
- ➢ Ensure that the induction plan is signed off and filed in the personal file of all employees.
- ➢ Attendance and Leave management:
- ➢ Track the attendance of all staff as per organization requirement and communication.
- ➢ Maintain and track leave database, eligibility, availed and closing balances for all employees
- ➢ Provide this information monthly to all managers
- ➢ Employee data & Data Management
- ➢ Maintain the HR files such as employee personal files, recruitment file, PF related documents and update them regularly with any changes.
- ➢ Maintain the complete database of all employees in payroll in specified process as per SOP.
- ➢ Employee Separation
- ➢ Ensure resignation letters are received for employees who intend to leave.
- ➢ Follow up the clearance certificate and ensure the final settlement is done within the standard agreed timeline.

Employee Engagement

- ➢ Coordinate and manage a wide range of employee engagement activities on a regular basis
- ➢ Organize and facilitate the monthly – quarterly – half yearly – yearly staffing reviews
- ➢ Support the various functions during the onboarding of new joiners to ensure the orientation process is properly completed

Preferred Education Background:

Preferably Post-Graduation in Human Resources

Preferred Work Experience:

- o Minimum 1-6 years of experience in HR and Admin
- o A career in non-profit organization will be an advantage
- ➢ Preferred Skill Set:
    - o Good knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel)
    - o Fluent in English, Hindi and Kannada
- ➢ Desirable
    - o Competency in Microsoft applications including Word, Excel and Outlook.
    - o Organizational, verbal and written communication skills is a must.
    - o Attention to details and ability to multi-task will be an asset.
    - o Confidentiality and integrity are must.
    - o Strong organisational skills including proven ability to prioritise and work to deadlines. and manage timelines.
    - o Good interpersonal and communication skills.
    - o Ability to work on own initiative and as part of a team.

Please send your resume to hr@cgssc.org within one week from the date of advertisement. Please mention your current and expected salary in your resume. It is necessary to mention the post title in the subject line while applying. Selected candidates will be required to join immediately or within one month of selection. Only short-listed candidates will be notified.

Last date of Application 31st May 2025.