

Date of Advertisement: 12.10.2020

Last Date for submission of Application: 26.10.2020

Administrative Officer/ HR Manager

We are looking for a skilled Administrative Officer/HR Manager, who has the ability to work with multi-talented & diversified staff of the organization, in an environment that balances result-orientation and care for well-being of the staff. You will be responsible for overall administration of the organization, enabling administrative support to staff and for designing and managing organizational processes to enable smooth functioning of the organization.

If you are passionate about putting systems in place that ensure smooth administration and creating enabling environment to ensure that all staff thrive and reach their optimal potential, we would like to meet you.

Responsibilities:

- Planning and coordinating administrative procedures and systems and devising ways to streamline processes;
- Execution of organizational HR Policy;
- Maintaining employee records and paperwork;
- Helping in recruitment by preparing job descriptions, posting ads and managing the hiring process;
- Organizing and managing new employee orientation, on-boarding, and training programs and staff development at all levels;
- Performance development and management of the staffs to ensure maximum efficiency in consultation with line managers/ thematic mentors;
- Helping in addressing employee concerns with organization;
- Schedule in-house and external meetings/ workshops/ events/ webinars;
- Prepare reports and presentations with statistical data, as assigned;
- Managing organizational e-mail/ social media accounts;

Requirements:

- Minimum 7 years proven experience as Administrative Officer or HR Officer in a reputed organization/corporate sector, preferably in the non-profit sector;
- Ability to take up challenges and handle critical situations;
- Ability to mentor multi-disciplined teams and diversified human resources;
- Outstanding organizational and time management ability;

- Excellent communication and interpersonal skill;
- Strong ethics and reliability;
- Fair knowledge on labour laws and disciplinary procedures;
- Excellent computer skills, knowledge of Human Resources Information Systems (HRIS), Microsoft Office and demonstrated skills in database management and record keeping.
- Masters in Human Resource Management or Diploma in Human Resource management from a reputed institution.

Priority would be given to candidate from socially and economically disadvantage groups, and to women. Salary is negotiable.

The CV shall be sent through e-mail (vasundharanr@vasundharaorissa.org) or postal by 26.10.2020. Selected candidates for written test and interview will be intimated through the e-mail