## ROLE DESCRIPTION

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| Position Specifics | | | | |
| Position Title | Executive – People Function | | |  |
| **Department & Function** | People Function | | | **HoD:** Manager – People Function |
| **Location** | Dhunela Campus |  |  | **Grade** |
| **Employment Status** | Regular | | |  |
| **Date of review**  **of Position Description** |  | | |  |

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| Purpose of this position |
| 1. To be a key contributor to the success of our organization by overseeing and managing a wide range of human resources functions. 2. The role will encompass recruitment, maintaining employee records, updating the HR database, managing employee relations and engagement, supporting learning and development activities, and ensuring compliance with HR policies and regulations. 3. This position requires a proactive and detail-oriented professional dedicated to nurturing a positive workplace environment |

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| Operating Network | | |
| Supervisor’s Designation | Manager – People Function |  |
| **Supervisor’s Name** | Ms. Mishu Garg |  |
| **Direct Reports** | Ms. Mishu Garg |  |
| **Indirect Reports** | Nil. | Role works with all departments |
| **Interactions** | External Candidates for hiring, Vendors | Internal Team Members/ All Departments |

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| Activity list |
| * 1. **Recruitment and Selection** * Identify organizational hiring needs and create detailed job descriptions. * Post job advertisements, screen resumes, interview candidates, and select the most qualified individuals. * Draft and publish job descriptions on various platforms, including job boards and social media, to attract a diverse pool of candidates. * Source potential candidates through multiple channels such as job boards, social media, and referrals. * Review resumes, conduct pre-screening interviews, and assess candidates’ qualifications, suitability for the role and culture fitment. * Conduct preliminary telephonic interviews and evaluate candidates’ skills and experience to select the most suitable candidate. * Maintain accurate records of candidates and track their progress throughout the recruitment process till selection. * Prepare detailed reports on recruitment activities.  1. **Employee Relations & Engagement**  * Address employee queries and contribute to creating a positive and productive workplace. * Address the Changemakers’ concerns & issues and escalate to the Manager – People Function. * Support employee engagement initiatives and activities. * Assist in organizing birthdays & farewell events * Assist in organizing all the people events in the Organization.  1. **HR Information Systems (ZOHO)**  * Manage and update HR records using ZOHO to ensure accurate employee data management. * Update & upload the Changemakers files on ZOHO * Plan and conduct the HR Audit – quarterly, biannually & annually * Address the Changemakers’ queries pertaining to their KRAs/OKRs  1. **Learning and Development**  * Assist in the planning and execution of learning and development programs to enhance employee skills and knowledge. |
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| Critical information | | |
| Access to confidential information | Yes. |  |

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| Basic requirements | |
| Educational Qualification | * Bachelor's degree in Human Resources Management or related field * Familiarity with HR-related laws and regulations * High level of commitment to service * Growth mindset, agile and tech-savvy. |
| **Experience** | * At least 2+ years of experience in a similar role. * Recruitment Experience is mandatory * Effective communication skills to align department heads, and stakeholders(internal & external) * Impeccable standards of integrity, confidentiality, and professional discernment * Thrives within an agile, high-velocity environment, adeptly managing concurrent priorities, with the ability to work both independently and collaborate with a team |
| Industry: , Schools, NGO’s, Corporates |
| **Language fluency** | English and Hindi |
| **CTC** | * **FIXED- Rs. 30000 – 45000 per month** |
| * **VARIABLE-** Nil |