

**Job Title: HR & Admin Associate**

**Reports to:** Senior Manager

**FMCH Vertical Component:** Human Resources and Administration

**Position:** Full-time

**Reporting Office:** Head Office & Kurla/Bhiwandi (3 days each)

**ROLES AND RESPONSIBILITIES:**

**Human Resources Management:**

- Plan with the Senior Manager to fill the vacant positions and implement them
- Coordinate with the respective Managers to generate and renew offer letters, contract letters for new and existing employees
- Creating contract/appointment letters, NDAs, email IDs for newly hired employees/volunteers and
- Collect documents from employees in hard and soft copies and ensure the HR Files and Zoho are up to date and maintained as per standard checklist and conduct background verification
- To do a monthly visit to all Centres to check maintenance and overall physical safety, wellbeing of the employees
- Plan with the Senior Manager and conduct activities with the employees in-line with values, culture and fun
- Coordinate with Zoho team and Sr. manager with building Zoho and ensure that everyone is using Zoho; address any issues related to Zoho in consultation with the Senior Manager

**On boarding and Induction:**

- Ensure the logistics of the induction are in place and the trainings start/end on time and the trainers' needs are taken care of

**Employee Data Management:**

- Maintain the complete database of all employees (full-time, consultants) in payroll in specified internal HR management format/HRMS and update it regularly
- Ensure to check resignation letters are received for employees in respective centres who intend to leave and updated on Zoho and their respective personnel file
- Ensure that the final settlement is done within a standard agreed timeline by coordinating with the Finance Team

**Performance Management:**

- After consultation with the Sr. Manager, communicate the process of annual/mid-year appraisals/review forms and share the consolidated outcomes in specified formats
- Ensure that contract renewals are done in a timely manner

**Grievance handling:**

- Ensure that employees grievances are documented by the respective managers and filed in the respective personnel file

**Administration Responsibilities:**

Serve as the point person for office administration for the respective Center's duties by following the process of procurement by getting at least three quotations and working towards cost saving for the organisation that includes:

- Maintenance
- Mailing
- Supplies including training, operational supplies etc



- Equipment's
- Bills
- Organize to order stationery and equipment, office operations and procedures at the head office and follow up with respective centre admin if all requirements are met
- Coordinate with IT department/vendors on all office equipment (as per the need)
- Ensure that all items are invoiced and paid on time and coordinate with the Finance team for the same, keeping the respective managers in loop
- Manage contract and price negotiations with office vendors, service providers and office lease
- Address employees' queries regarding office management issues (e.g., stationery, Hardware and travel arrangements)
- Liaise with facility management vendors, including cleaning, catering and security services
- Assist in planning and executing in-house or off-site activities, like parties, celebrations
- Responsible for maintaining visitor management
- Manage office equipment and infrastructure to ensure a well-running office and overall running of the reception operations
- Conduct procurement of stationery for staff and meetings/workshops and office assets
- Carry out other duties such as documentation work, coordination work, and assist in preparing budgets for events in the head office
- Attend to external calls/queries on the FMCH mobile phone and forward to respective team members
- Track and manage the electronic records of materials received, inventory, disbursement and balance of the program resources and promotional items for the centres in Zoho
- Support end-to-end guest relations for all program related and external guests in the centres
- End-to-end management of logistics, vendor management for all weekly, monthly, quarterly, annual meetings and all events and activities at the head office
- Undertake additional responsibilities as assigned by the management

**Skills Required:**

- Graduate or experience working for 1-2 years in HR & Admin role in a social sector space
- Effective communication skills, both verbal and written, in Hindi and English and excellent interpersonal skills
- Strong administration skills
- Familiarity with Microsoft Office and knowledge of HRMS software is a plus
- A high level of confidentiality
- The flexibility and willingness to learn and work with less supervision
- To enjoy working with people and in a startup environment
- Tact and diplomacy
- Good administrative skills
- The ability to work as part of a team
- The ability to work accurately, with attention to detail

**Remuneration:** 3.00- 3.6 LPA CTC (based on experience)

**How to apply:** Please send your resume to [contact@fmch-india.org](mailto:contact@fmch-india.org) by **15th Feb 2022**