

HR Manager

Company Profile:

[Samhita](#) collaborates with companies to develop impactful corporate social responsibility (CSR) initiatives. We shape strategies, design programs, facilitate implementation, and assess the impact of projects. We also work with foundations and donor agencies to bring multiple stakeholders together to address critical social issues collectively and on a large scale.

Our core technology platform, [Samhita GoodCSR](#), revolutionizes the execution and monitoring of social sector projects. GoodCSR has been developed in collaboration with [Collective Good Foundation](#) (CGF) and is supported by the Bill & Melinda Gates Foundation and the Tata Trusts.

We also work closely with CGF to provide comprehensive project management solutions in sectors such as healthcare, education, Water, Sanitation & Hygiene (WASH), and women's empowerment.

Job Description:

1. Maintain workforce staffing by establishing a recruiting, testing, and interviewing program; counselling managers on candidate selection; conducting and analysing exit interviews; recommending changes.
2. On-boarding and exit management
3. Time, attendance & leave management through an HRMS
4. Other employee life cycle events like Joining, Transfer, Confirmation, Promotion, etc.
5. Performance Management/Incentive Planning
6. Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counselling employees and supervisors
7. Coordinate and liaise with external consultants on employees training needs and arrange training schedules for employees. Evaluate the effectiveness of the respective training programs by obtaining feedback from employees.
8. Support building employee capability on Quality Tools, Statistical Problem Solving, participation in Quality Initiatives (Kaizen, CFT, Quality Circles, 5S etc.) to drive Total Employee Involvement
9. Prepare and maintain accurate records, files and reports, including responsibility for maintaining personnel records. Ensure data accuracy of HR & Finance related operations
10. Drive rewards & recognition activities

Skills required:

1. Six+ years of experience managing HR & Administration functions
2. Excellent communication skills
3. Strong project management skills managing complex, multifaceted projects resulting in measurable successes
4. Can work with minimal supervision

If you would like to take up this challenge, then kindly send your resume to careers@samhita.org