

Job Description for Assistant Manager – HR Operations

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| Intervention | HR & Admin |
| Position | Assistant Manager- HR Operations |
| Level | Assistant Manager |
| Reporting to | Senior Manager – HR & Admin |
| Reportees | Nil |
| Role Description | <ul style="list-style-type: none"> • End to end Employee Life Cycle Management • HRIS Management • Recruitment & Onboarding • Data Analysis & Reporting |

About Kotak Education Foundation (KEF):

Kotak Education Foundation (KEF) was founded by Uday Kotak. He is the Founder Trustee of KEF, Managing Director & CEO, Kotak Mahindra Bank Ltd. He has led the group in a broad range of financial services for over 30 years. Uday believes that the true measure of performance is value creation. The group's vision for equitable prosperity extends beyond financial services.

Kotak Education Foundation's (KEF) mission is to support children and youth from underprivileged families through different education based interventions to rise above the poverty line and lead a life of dignity through sustainable processes. KEF works with some of India's most economically underprivileged communities, attempting to alleviate poverty through education and livelihood programs.

KEF works with multiple regional language government-aided private institutions. These schools have been set up by social entrepreneurs and lack quality teaching, infrastructure and leadership. Through its various programs across education, innovative healthcare and livelihood training programs, the foundation supplements the efforts of these schools to improve their conditions.

Position Summary:

KEF is looking for an experienced and dynamic of Human Resource professional to join our team. The ideal candidate will be responsible for overseeing and optimizing all aspects of HR operations to ensure the effective and efficient delivery of HR services. He/she will play a key role in shaping and implementing HR strategies, policies, and procedures to support the organization's overall objectives.

Roles & Responsibilities:

Recruitment and Onboarding:

Collaborate with the recruitment team to optimize hiring processes.

Oversee the onboarding process to ensure a seamless integration of new employees.

Employee Lifecycle Management:

Ensure strategic recruitment and effective onboarding, provide training and development plans, and facilitate seamless performance management processes.

HRIS Management:

Oversee the HRIS to streamline and automate HR processes.

Ensure data accuracy, integrity, and security within the HRIS.

Data Analysis and Reporting:

Analyze HR metrics to identify trends and areas for improvement.

Prepare and present reports to senior management on HR-related matters.

Facilitate Performance Reviews:

Performance reviews are essential for providing feedback, setting goals, and building a future roadmap for employees. Therefore, HR managers must facilitate the performance review process and help employees if they face any challenges during the same.

Payroll Administration:

Responsible for payroll procedures.

Ensure compliance with applicable laws and payroll tax obligations

Ensure compliance with relevant laws and internal policies

Candidate Specifications:

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|----------------------------------|---|
| Educational Qualification | <ul style="list-style-type: none">• Master's degree in Human Resources |
| Years of Experience | <ul style="list-style-type: none">• 5 to 7 years Proven working experience in HR operations• People oriented and results driven• Demonstrable experience with Human Resources metrics• Experience in HRIS is must required• In-depth knowledge of labor law and HR best practices |
| Technical Skills | <ul style="list-style-type: none">• Budget Management• Attention to Details |
| Competencies | <ul style="list-style-type: none">• Excellent communication and interpersonal abilities.• Proficient in HRIS and MS Office• Negotiation and presentation skills |
| Attributes | <ul style="list-style-type: none">• Flexibility & Adaptability• Solution oriented• Adhere to timelines• Team player |

Job Specifications:

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| Nature of job | Permanent |
| Location | Mumbai HO |
| Working hours | 08:00 AM to 4:00 PM or 9:00 AM – 5:00 PM or 10:00 AM to 6:00 PM |
| Travelling requirements | Travel to project locations in and around Mumbai |

Disclaimer

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. KEF reserves the right to amend and change responsibilities to meet intervention and organizational needs as necessary.