

Role Profile: Manager - HR and Admin

Purpose of the role

This role will be responsible for handling all aspects related to office administration and human resource management for effective functioning of the organization. The primary focus of this role would be to define processes and procedures and execute day to day office HR operations and office administration tasks across verticals to ensure operational efficiency.

Details of the role

Designation	HR and Admin Manager	Function (Job function)	Operations
Grade and Level	Professional	Job Family (Specific sub-function)	HR and Admin
Location (City name)	New Delhi, India	Employment type	Full-Time

Responsibilities:

1) General Administration:

- a) Execute general office administration tasks efficiently with high responsiveness and high quality in order to smoothly run the organization;
- b) Maintain order in the work environment by prioritizing and handling tasks with calmness;
- c) Manage the procurement and payment process for vendors, suppliers, etc. - liaison with vendors, verify and process bills/invoices;
- d) Oversee and maintain inventory (IT, communication hardware, software licences, equipments and services), manage office facility and supplies;
- e) Manage business travel and accommodation arrangements for all AEEE staff by working with the AEEE travel agency;
- f) Coordinate logistics for events, maintain files/records;
- g) Provide travel and logistics support;
- h) Define processes and procedures to maximize the efficiency of office operations;
- i) Implement and revise policies and manuals as required by statutory requirements;
- j) In consultation with AEEE's Legal Counsel, plan and conduct the Annual (or Extraordinary) General Meeting of AEEE as per the Rules of the Society;
- k) Working with AEEE Finance and Research team, ensure that the supporting documents for AGM (Annual Report, Audited Financial Statement, etc.) are approved and in order;
- l) Collate and edit information from various research teams for proposal coordination, report and collaterals preparation and uploading on grant portals;
- m) Draft emails and memos for internal and external communications on behalf of AEEE;
- n) Coordinate with designer/printer for AEEE collaterals and reports;
- o) Manage and maintain AEEE cloud accounts, mailing lists, and cloud drive;
- p) Manage and maintain AEEE master database for efficient communication and outreach activities;

2) Human Resources:

- a) Execute day to day HR operations independently/outsourced entity at AEEE to ensure process efficiency and adherence to defined timelines
- b) Maintain staff attendance and leave record;
- c) Coordinate staffing requisitions from various departments and liaise with HR firms/portals for job posting;
- d) Source, interview and recruit individuals for various positions across departments
- e) Coordinate reference check of candidates and responsible for smooth induction/onboarding of new hires;
- f) Execute various employee engagement activities across the organization
- g) Provide guidance to employees in defining performance metrics i.e. KRAs and KPIs
- h) Manage and coordinate annual performance management & salary review with different business unit heads within specified timelines
- i) Define accurate metrics and monitoring mechanisms to effectively review and reward performance

j) Implement a comprehensive HR policy framework across the employee life cycle: recruitment, induction, performance management, training & development, compensation & benefits career and succession planning in association with director operations

Academic qualifications and experience required for the role

Required Educational Qualification & Relevant experience	<ul style="list-style-type: none"> ✚ Graduate in BA, BBA or other related discipline ✚ Previous experience in office administration and handling HR operations related work ✚ A minimum of 10-12 years of experience in a similar position
Additional Requirements (preferred)	<ul style="list-style-type: none"> ✚ Post graduate in HR would be preferred ✚ Proficient with office management systems and MS Office (Word, Excel, PowerPoint) ✚ Prior experience with development sector organization is desirable ✚ Creative thinker, excellent collaborator with superior problem-solving skills.
Required Skills and Attributes	<ul style="list-style-type: none"> ✚ Proficiency in MS Office and Google Docs ✚ Highly energetic & efficient professional ✚ Strong organizational, analytical and interpersonal skills ✚ Strong communication and negotiation skills ✚ Ability to analyze and revise operating practices to improve efficiency ✚ Ability to prioritize work and perform under tight timelines. Detail oriented and comfortable working in a fast-paced environment

How to apply

Interested candidates are requested to send their Cover Letter and CV to jobs@aeee.in

The position would be open till the time the position is filled.