



JOB PROFILE: HR Manager
JOB CODE: BC-36-HRM

JOB PROFILE

Seeking a committed and zealous Human Resources Manager to coordinate recruitment, employee engagement and organisational development initiatives at Barefoot College International. Reporting directly to the Head of HR at Barefoot College, the HR Manager is expected to provide administrative and knowledge support to the HR Department. The incumbent will be responsible for managing the Recruitment process, on boarding process, manage employee records, and coordinate payroll services and employee engagement initiatives. The HR Manager must be creative and should enjoy working in an environment that is mission-driven, result-driven and community oriented.

The ideal individual will have strong research ability, written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities and the ability to exercise good judgment in a variety of situations. The incumbent will be expected to maintain positive interpersonal relationships with employees and will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

JOB RESPONSIBILITY

Responsibilities include but are not limited to:

Administrative Support

- Assist the Head of HR in designing and implementing HR related policies and processes;
- Conduct primary and/or secondary research for policy related matters
- Co-ordinate the recruitment process, conduct initial interviews and do the primary screening of candidates
- Co-ordinate the on boarding process; set up sessions with difference sections for the new joinee
- Carry out reference/background and academic checks for candidates under consideration for employment;
- Maintain the employee database and personnel records on the Zoho HRMS, from joining to exit of an employee
- Organize induction for new employees and provide advice and counselling to all staff before they take up their functions on their rights, entitlements and responsibilities;
- Coordinate the Performance Assessment exercise across the organisation;
- Organize effective and immersive employee engagement activities;



- Maintain the training calendar and coordinate all trainings across the organisation
- Manage the payroll on Zoho Payroll software in sync with the Zoho People software for leave and attendance data and process the monthly payroll in collaboration with the Accounts Team of the organization

Knowledge Support

- Management of the HR department's workflow, manage output and office deadlines;
- Drafting correspondence and reports;
- Prepare agendas, take minutes of meeting and follow-up on action points;
- Assist Head of HR in managing Department Head meetings

SKILLS

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners;
- Good written and verbal communication skills;
- Demonstrated proactive approaches to problem-solving with strong decision-making capability;
- Emotional maturity to handle work pressure;
- Proven ability to handle confidential information with discretion;
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment;
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Agility and demonstrated ability to work under pressure

EDUCATION AND EXPERIENCE

- Knowledge of principles, methods and practices of human resource management, talent retention, staff motivation and recruitment;
- 3-4 years' experience in an HR/recruitment role, preferable
- Proficient in Microsoft Office, LinkedIn and other Job related online platforms and Social Media platforms.
- Proficient in navigation and management of HRMS platforms
- Project Management experience is preferable

COMPENSATION

Barefoot College recognizes that the right candidate will have a significant impact on the success of the organization and is prepared to offer an attractive compensation package for the non-profit sector, commensurate with experience.



barefoot college
INTERNATIONAL

Job Description

LOCATION

The position will be based in Harmada/Solan and can work remotely on occasions. National travel may be required occasionally.

TO APPLY

Colleagues should send their CV for the position to recruitment@barefootcollege.org by Friday, 28 May, 2021.