

Human Resource (HR) Associate | Delhi

About Organisation:

Saajha, a non-profit organisation, is missioned to enable parents of children studying in government schools to be partners in their child's education. We are building an ecosystem for parents to feel connected and supported in their efforts to impact the lives of children and drive transformative change. Saajha, since its inception in 2014, has worked across 2000+ schools in Delhi. Listening to parents has been at the core of our work. Saajha's work has been recognised by Echoing Green Fellowship, Forbes India award, NASSCOM award for technology and Action for India Tech Challenge.

About the role:

We are looking for a motivated, energetic, cause-driven, team player to maintain our human resources records. In this role, you will be responsible for obtaining and recording HR information, managing the HR database, and assisting other team members with HR-related procedures and HR-related issues.

An HR associate would have excellent communication skills, good interpersonal skills, and preferably a good understanding of employment law and is well organized, efficient, and approachable.

Job Responsibilities:

Job responsibilities will include the following but not limited to:

- Develop and implement HR strategies and initiatives aligned with the overall business strategy;
- Bridge management and employee relations by addressing demands, grievances or other issues;
- Manage the recruitment and selection process;
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization;
- Maintain the work structure by updating job requirements and job descriptions for all positions;
- Nurture a positive working environment;
- Maintain pay plan and benefits program;
- Report to management and provide decision support through HR metrics;
- Ensure legal compliance throughout human resource management.

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Job Requirement:

- 0.5-2.0 years of experience in HR or administrative role;
- Basic knowledge of labour laws;
- Strong communication skills;
- Results-focused with a strong sense of ownership and ethics;
- Enjoy flexibility in the role and is highly organised;
- Openness to listen, eager to learn and contribute beyond the confines of this role;
- Good knowledge of Google tools - sheets, slides, docs, forms, and other basic tech tools.

Why should you apply:

- HR will give you the opportunity to influence the well-being and productivity of employees in the workplace, creating a more positive workplace culture;
- If you thrive working with others, you'll have plenty of reasons to enjoy the job;
- You will be on the frontlines of employee problem-solving, and you will always have the opportunity to resolve organizational conflicts before they become large issues;
- Seeing how your job makes a difference to individuals and impacts the success of an organization can provide meaning and a sense of pride in your work;
- This will also be an opportunity to work closely with the leadership team at Saajha.

Selection Process:

Please submit your response to the following questions [here](#):

- A free flowing cover note on one of the following topics;
 - a. My life purpose; or
 - b. My relationship with my Father/ Friend/ Teacher (*any one*).
- Your resume;
- Details of 2 persons who know you well.

Once shortlisted we will proceed with:

- Telephonic Interview;
- Personal Interview

Remuneration:

- The remuneration will be in the range of Rs.25000-30000 per month.

Please submit a Cover Note, Resume, and 2 references' details [here](#)