

Job Description

Designation	Coordinator-Human Resources
Program	Central Operations
Location	Santacruz, Mumbai
Reports to	Chief Operating Officer
No of Direct Reporting	3
Total Team size	7
Employment Level	Coordinator

ABOUT SNEHA

A secular, Mumbai-based non-profit organization, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA is 450+ person strong, innovative and progressive organization that works on health and nutrition in urban slum pockets with women and their families. SNEHA follows the life-cycle approach to health and nutrition, by intervening at critical junctures (adolescence, preconception, conception, pregnancy, postnatal, infancy and toddlerhood, family planning) to ensure improved health and nutritional outcomes for women and children living in some of Mumbai's most vulnerable and deprived slums and in the Mumbai Metropolitan Region (MMR) as well. SNEHA recognizes that, in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work with communities residing in informal settlements to empower women and communities to be catalysts of change in their own right and collaborate with existing public health systems and health care providers to create sustainable improvements in urban health. We have currently 6 programs running across SNEHA which are Maternal and Child Health (MCH), Empowerment Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC), Public Systems Partnership (PSP), SNEHA Shakti, Palliative Care and various domains/departments under Central Operations, Research & Information Management.

Job Purpose

To ensure utmost adherence to SOPs, SLAs / Timelines & Compliances whilst handling end-to-end recruitment process and on boarding process. Also responsible for various processes related to Employee Life Cycle Management & Benefits to ensure exemplary employee experience.

Key Tasks

- Sourcing, interviewing and rolling out offer for new joiners
- Utilize various channels and platforms to actively source candidates.
- Develop and maintain a robust pipeline of potential candidates for current and future talent needs.
- Coordinate and schedule interviews with interview panel members, ensuring candidates are engaged throughout the process.
- Conduct negotiations with candidates, providing clear communication about the role, company goals, and vision.
- Act as a supportive point of contact for candidates, assisting them throughout the onboarding process.
- Prioritize and maintain a focus on delivering a high-quality candidate experience.
- Manage employee referrals and foster strong relationships with recruitment partners and agencies
- Regularly interact with hiring managers to understand and identify staffing requirements.
- Maintain error free recruitment database and analysis of the data on a monthly basis
- Manage, implement and administrate all Employee Life Cycle processes like Transfer, Confirmation, Re-designation etc.

- Responsible for generation of contracts, employment and other HR related letters
- Conducting Exit interviews and maintain the data accordingly
- Lead the payroll and compliance team to effectively drive the Operations agenda
- Monitoring internal HR systems and ensuring accuracy in internal employee database
- Payroll management – calculation and reports, Coordinate with vendor for all statutory compliance PF, PT, ESI, Superannuation & Gratuity
- Training and HR induction workshops for newly appointed staff
- Statutory Audits, Funder HR Audits, Accrual Valuation
- Manage service level agreements and client contract covering all HR statutory regulations

Employee Lifecycle Management:

- Monitoring smooth on boarding, query resolution & exit management of employees
- Managing all HR operations related queries
- Partnering with vendors for all employee related services

Personal Attributes

- Excellent Presentation & Communication Skills
- Ability to multi-task and engage with multiple stakeholders
- Ability to handle confidential information with discretion and judgement
- A Utility Player: Willing to help wherever needed
- Critical Thinking – Gathering and applying information
- Collaboration and Team work
- Impeccable communication – verbal, oral and written
- External relationship building – Building networks

Desirable Skills for This Role

- Recruitment related work experience is mandatory
- Knowledge of Statutory compliances is desirable
- HRIS experience preferred / Non-profit experience preferred
- High proficiency with Microsoft Office Tools (Excel, PowerPoint, Word)

Qualification

- MBA – Human Resource
- 4 to 6 years of experience
- Experience in managing employee life cycle processes in any organization

Salary and Employment Conditions

- Salary will be as per existing bands and based on qualifications, prior experience and suitability to the role.

Applications to be sent via email to niyati.jethwa@snehamumbai.org with Subject line: "Coordinator-Human Resources"