



<b>Role:</b> Human Resource Associate	<b>Reporting to:</b> Human Resource Lead
	<b>Location:</b> Mumbai Travel involved within & outside the city

**Summary:**  
The Human Resource Associate will be responsible for the staff recruitment and induction across all verticals in ISLI. The Human Resource Associate is responsible for employee engagement activities, dealing with employee requests, sending the monthly payroll inputs and all other activities related to HR operations at ISLI.

**Talent acquisition & induction**

**Employee Engagement**

**HR Operations**

**Job Responsibilities**

- Publicising recruitment openings in various websites, job portals, partner networks, and newsletters.
- Conducting interviews and Co-ordinating interviews with line managers and leads.
- Managing on-boarding and off-boarding of employees
- Helping in planning the future recruitment strategy and determine recruitment needs.
- Planning staff retreats and staff culture development activities across all cities
- Assuring maintenance of Employee Code of Conduct
- Addressing grievances reported by employees
- Planning training sessions for employees across ISLI
- Provide support to employees in various HR related topics such as leaves, compensation etc. and resolve issues if any
- Managing employment related documentation and agreements (Offer Letter, Appointment Letter, Confirmation Letter etc.)
- Maintain employee files and records in electronic and paper form
- Conducting mid-year and annual performance review related documentation and process
- Conducting employee satisfaction survey and prepare reports based on the survey
- Employee communication and engagement activities
- Conducting exit interviews and maintaining attrition data.

**Qualification & Experience**

- Bachelor's or equivalent degree required
- 2-4 years of work experience,
- Human Resource Generalist and Recruitment experience.



### **Additional skills**

- Strong relationship building and networking skills.
- Excellent Interpersonal skills
- Excellent oral and written communication skills
- Excellent organizational and management skills
- Ability to deal with varied people and situations
- Excellent Microsoft Excel, Word and Powerpoint skills
- Comfortable with Google apps for business-Gmail, Google Drive, Google Calendar etc.

### **Contact**

- Interested candidates may email their resume and cover letter to Nikita Nichani at [hr@indiaschoolleaders.org](mailto:hr@indiaschoolleaders.org) with the subject line – “Application for HR Associate”