

**Job Description- Human Resource Officer**

**Location- New Delhi, India**

**Job Type- Full time**

**Reports – Manager- Human Resource**

**Position Overview**

This position holder is in responsible role of assisting with managing the recruitment, background check process, arranging for logistical support, and assisting with documentation and other operational works.

**Key Responsibility Areas**

**Recruitment**

- Keep applicants, hiring managers, and other relevant stakeholders up to date on the status of each search by managing communications.
- Assist in documenting the flow and procedures of the internal recruitment process
- For office records and audit purposes, keep organized records of all candidate information (resume, employment application, references, communications, backup documentation)

**Trainings**

- Responsible for coordination and arrangement of logistics for setting up training and development workshops
- Accountable for creating training attendance records and the first draft of training reports

**General Operational Tasks**

- Respond to information request from associates on priority
- Maintaining good relationship with seniors, peers, vendors and candidates
- Maintain proper documentation of all Associate/Consultants and Volunteers.
- Maintain ID Cards tracker and issue ID cards.
- Ensure proper Onboarding of new joiners.
- Opening of Bank Accounts
- Data maintain- PF, Insurance and other Day-to-Day requirements
- Maintain the stock of induction kit for new Joinees.

- The duties and responsibilities as set out above are not exhaustive. You may be required to carry out additional tasks within the reasonableness of your level of skills and experience, as and when assigned by the supervisor..

### **Key Performance Indicators**

- Timely closure of recruitment positions in accordance with defined Turnaround Time (TAT).
- Preparing error-free offer letters and other important official documents
- Timely reporting on training data that is of high quality and accuracy
- Data and record maintain effectively.

### **How to Apply**

1. Apply via Google Form - <https://forms.gle/z3bNgL2WevEcPRV28>

2. Email [recruitment@satyarthimovement.org](mailto:recruitment@satyarthimovement.org)