

Job Description – HR Associate

Designation	HR Associate
Department	HR and Admin
Location	Mumbai
Employment type	Employment contract
Report to	Assistant Manager HR
Positions reporting to this role	-
Employment level	Junior

Version No:			
JD No.:		Version No.:	
Effective date:	August 2021	JD approved by:	

Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organization please visit www.educategirls.ngo

Our Values

Gender Equality	Being able to treat people equally irrespective of gender
Integrity	Possess the ability to “know and do” what is right
Excellence	Being outstanding or extremely good, striving to lead by performance excellence
Collaboration	Working effectively and inclusively with a range of people both within and outside of the organization
Empathy	Being able to understand and share the feelings of another and use that understanding to guide our actions

Our Competencies

Strategic Thinking – Think big yet act focused	Taking Ownership – Feel responsible & accountable	Analytical Thinking – Stay true to your data
Developing Talent – Growing and taking people together		Ensuring Alignment – Think differently but work together

✓ **Job Profile**

✓ **Scope & overview of the role:**

This position is responsible for handling the employee life cycle, recruitment, and administration of the company payroll shared services and ensuring compliance and accuracy in monthly payroll activities.

✓ **Areas of Responsibility:**

1. Recruitment

- Review employment applications and job orders to match applicants with job requirements.
- Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate.
- Schedule and coordinate interviews
- Hire employees and process hiring-related paperwork.

2. Employee Life Cycle

- Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions.
- Maintain and update human resources documents
- Support in planning and executing employee engagement activities with the HO HR team

3. Payroll

- This position is responsible for administration of the company payroll shared services and ensuring compliance and accuracy in monthly payroll activities.
- The role responsible for ensuring timely and accurate delivery of payroll.
- Overall responsibility for payroll processing and administration.
- Manage certain time bound processes and ensure validation of data to be accurate and truthful i.e. investments declaration, investment proofs, Form 16s, tax returns.
- Ensuring time lines are met for salary disbursement and statutory compliance.
- Ensuring employee benefits including employee reimbursements as per rules and regulations of income tax
- Responsible for MIS and analytics regarding payroll and employee benefits with standardization of reports for better decision making
- Verification & Reconciliation of monthly payroll
- Ensure monthly payroll provisions to Finance
- Sharing monthly reports with various stakeholders (compliance, insurance & internal teams)
- Checking and processing of monthly statutory challans

- Checking of monthly insurance endorsements
- To support other team members for Spine & statutory compliance related matters
- To resolve employee grievances / queries related to salary, PF, ESIC
- Coordinate with consultants for monthly statutory compliance as well as other PF, ESIC related queries
- Help employees for claiming PF, ESIC, Accidental Insurance, Medclaim claims
- Close the deceased employees PF, Accidental and GTL (whichever is applicable) claim with the help of family members & respective HRO
- Sharing monthly reports with respective vendors' / insurance partners
- Handling consultant's monthly payments

✓ **Liaise with:** All teams

✓ **Education Background:**

Graduation or Post graduation with relevant experience.

✓ **Work Experience:**

- Overall 2 to 3 years of experience, with at least 2 years in payroll.
- Good Exposure in Spine Software (Payroll + HRMS)
- Candidate should have experience in managing day to day HR Operations.
- Key areas will be attendance & leave for 2500+ employees through SPINE.
- At least 1 year of experience in talent management, recruitment & selection.
- Supporting Human Resource Dept. in Compliance Matters Pan India Level (PF, PT, ESIC, S&E, etc.)
- Candidate should have experience in Employee Motivation & Engagement Activities.
- Various HR & ADMIN MIS Reports / Dashboard etc.
- Handling various insurance policies

✓ **Skills Set:**

• **Soft skills:**

- Oral and Written Comprehension and Expression — in Hindi and English
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Coordination and collaboration

• **Technical skills:**

- Statutory Compliances
- Spine Software (Payroll + HRMS)
- Proficient in MS Excel
- Good knowledge of MS PowerPoint and MS Word

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- Google Spreadsheets

- ✓ **Travel requirement:**
As and when required

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."