Job Description

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| **Position** | **Associate - Human Resources** |
| **Employment type** | **Full time** |
| **Reporting to** | **Head – Human Resources** |
| **How to apply** | **https://icicifoundation.org/careers/** |

**Job Responsibilities:**

* Coordination of employment matters across the business,
* Acting as first point of contact for line manager and senior stakeholders
* Recruitment: Run the daily functions of hiring and interviewing staff, providing accurate data in end-to-end specialist talent acquisition including strategy, screening, assessment, selection, and contract negation.
* Administering pay, attendance and leave.
* Updating company policies and practices.
* Provide high-quality advice and service to management on daily employee relations and performance management issues
* HR documentation & HRMS management.
* Documenting, updating, implementing HRMS processes.
* Handling employee grievances & compliances.
* Prepare Appointment, Transfer, Termination and various other employee letters.
* Train and provide support to HR team members
* Updating weekly MIS & trackers.

It’s a brilliant mixed role and you will never have a mundane day as you guide the team!  
   
**REQUIREMENTS:**

* 2 years’ experience in a similar role.
* Expertise in HR policies and procedures
* Strong knowledge of hiring processes
* Understanding of HR best practices and current regulations
* Sound judgment and problem-solving skills
* Customer-focused attitude, with high level of professionalism and discretion
* Strong written and verbal communication.
* A person with a can-do attitude, who thrives on timelines and variety
* Tertiary qualifications in HR or a related discipline and advantage.

# How to Apply

You may apply at [**https://icicifoundation.org/careers/**](https://icicifoundation.org/careers/)or email updated resume tocareers@icicifoundation.org

For any queries, you may write to us at careers@icicifoundation.org