



Job Description

Role Title: HR Assistant	Location: Delhi
Reporting To: Senior Officer - HR	Core / Field: Core

ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (C3), is a not for profit organization that improves the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, young girls and boys the tools they need to improve their lives, as well as that of their families and communities. Our programs focus on increasing educational and livelihood opportunities for adolescent girls, ensuring access to lifesaving reproductive health information and services, and strengthening ability to become leaders in their communities and in governance.

POSITION SUMMARY:

The HR assistant duties involve a wide range of support activities to the HR department, from maintaining our employee database to posting job ads and recruitment co-ordination. An important part of the role will be to act as the liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions. S/He will provide support and assist in all paper work, Staff events, record keeping, general administration and logistical work.

KEY ROLES & RESPONSIBILITIES:

Employee Database / Record management:

- Maintaining all papers in employee file as per Employee Life Cycle
- Maintaining Excel of staff data
- Updating records in HRMS

Staff Engagement:

- Support during events, meetings, and ER activities for Staff
- Connecting with vendors and supporting procurement of items
- Maintain calendar of events

Recruitment:

- Support in getting HR details of applicants
- Scheduling interviews

General Administration:

- Taking care of in coming and out-going couriers of HR department
- Provide assistant to Operations team as and when required
- Using Xerox machine to photocopy, scan, print, etc.
- Filing, handling mail, delivering goods and correspondences, carrying parcels, packages, and delivery and collection of official documents as per required.
- Maintaining HR storage, files and accessories
- Support in any other operation support as advised by supervisor

Note: The roles and responsibilities mentioned above are not exhaustive. Role holder will be guided to perform different tasks as necessitated by changing role within the organization and the overall objectives.

Required Qualifications & Skills:

- Preferably Graduate or equivalent
- Proven experience as an HR assistant, staff assistant or relevant human resources/administrative position
- At least 2 years' experience of working as Office support
- Essential to communicate in English (basic) and Hindi (written and spoken).
- Must have ability to manage multiple tasks and priorities with attention to details
- Should have fair knowledge of Microsoft MS Word, and MS Excel. Good typing skills will be an advantage

OTHER DETAILS:

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Please send your latest CV, with a covering letter at jobs@c3india.org
- **Please mention the position you are applying for in the subject line of your email.** The application must contain information about your current salary & benefits drawn (CTC).
- Only Short-listed candidates will be intimated.

C3 aims to be an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status. Women candidates are encouraged to apply.