

## Job Description

Job Title : Sr. Associate / Jr. Executive – Human Resources      Job Location : Patiala  
Position Reports to : Chief Human Resources Officer

### Main Purpose

The incumbent will have overall responsibility of operational HR matters relating to the Employees of the Institute. The person will be part of a team that will be based on the bedrock of performance, trust and confidentiality.

Qualification	BBA / MBA (HR) / any other Post Graduation with Relevant Experience may also be considered.
Experience	<ul style="list-style-type: none"> <li>At least 3-7 experience preferably in the field of Education. Candidates from other industries will be considered.</li> </ul>
Competency	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills in English language. Should be good at drafting all types of office correspondence.</li> <li>Good working knowledge of Excel and databases.</li> <li>Good analytical skills and should have an attraction to numbers and analysing them in depth.</li> <li>People friendly person &amp; should be able to address employee issues with a view to provide solutions.</li> <li>Very high level of professional integrity. Should have the courage to say “no” when it is required.</li> <li>Maintain the highest levels of confidentiality – should have an intrinsic understating of what can be shared and what not. Should not give in and buckle under pressure.</li> <li>Able to handle work pressure and meet committed deadlines.</li> <li>Sound knowledge of Human resource practices, including labour statutes</li> </ul>

### Specific Accountability & Job Responsibility

- Induction & Orientation:** Carry out proper induction of each new hire that involves collection of all relevant documents, ensure timely creation of employee ID, email ID, ID card, support in organizing accommodation, etc.
- Personal Files:** Create Personal Files of all new hires, ensuring completeness and accuracy. Also ensure that all personal files of existing employees are updated weekly. Ensure proper filing for easy and quick retrieval.
- Budget:** Support CHRO in the preparation and monitoring of Employees budget. Prepare Monthly variance statements – Monthly and YTD.
- Management Information System:** Ensure that all MIS relating to area of work is prepared monthly. Prepare reports on various Key Performance Indicators – Attrition - Attrition analysis; Budget performance; Number of hires – Monthly, YTD; New hires, Exits, tracking of legal cases, Data on confirmations pending, quarterly appraisals, etc.
- Reports:** Prepare various reports / data required for various accreditations and rankings and submit the same with accuracy and timeliness.
- Database:** Maintain and upkeep of all databases relating to Employees.
- Attendance & Leave:** Maintain and upkeep of all Leave and Attendance records.
- Compensation:** Inform Accounts about any changes in compensation. Once every quarter audit the payroll to ensure continued accuracy.
- Correspondence:** Responsible for all correspondence relating to Employees.

### Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send CVs by email (amandeep.dhot@thapar.edu) positively by 30<sup>th</sup> Nov 2019.