

## **Job Description: Executive HR and Administration**

Atma is an accelerator for Education. Our vision is to ensure quality education for all children and we do this by accelerating the impact of NGOs working in Education. Our basic model is to provide hands-on and bespoke consulting support to Education NGOs to enable them to sustain, strengthen and scale. We operate via 3 programmes- Accelerator, Remote Accelerator and Gati.

So far, we have built the capacity of 62 Education NGOs across Mumbai and Pune in the last 10 years as part of our Accelerator programme. Our 2022 vision is to scale up to supporting 240 Education NGOs each year through the Accelerator, Remote Accelerator and Gati programmes. Our flagship programme- the Accelerator plays a key role in enabling this growth by supporting 40 Education NGOs per year by 2022.

### **Executive HR and Administration -**

Will maintain and enhance Atma's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Organize and supervise all the administrative responsibilities that facilitates the smooth running of an office.

Location	Mumbai and Pune
Time Commitment	Full Time
Reporting to	Lead Manager, HR & Operations
No.	Key Job Area

1	<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>● Understand Atma’s talent requirements.</li> <li>● Conduct Screen calls.</li> <li>● Identify core competencies &amp; skills critical to Atma and use them for key talent identification.</li> <li>● Source key talent through various internal and external sources.</li> <li>● Assist with setting up interviews.</li> <li>● Review Interview questions and update.</li> <li>● To drive the Background verification process for all employees and volunteers.</li> </ul>
2	<p><b>Responsible for Office Maintenance, including:</b></p> <ul style="list-style-type: none"> <li>● Maintenance and cleanliness of the Atma office space.</li> <li>● Ensuring all office equipment is in working order and coordinating with repair persons when it is not.</li> <li>● Filling requisitions for required materials for the office and making arrangements for obtaining materials.</li> <li>● Stock keeping, maintaining the stock register and replenishing the required stocks.</li> <li>● Ensuring service contracts (i.e. Pest Control) are fulfilled as paid.</li> <li>● Opening and Closing the Office.</li> <li>● Management of Cleaning Staff, Maintenance staff and Office Peon.</li> <li>● Maintain database of vendors, service providers, etc.</li> <li>● <b>Assist with Equipment maintenance including:</b> <ul style="list-style-type: none"> <li>○ Physical storage and maintaining inventory of computers and other equipment.</li> <li>○ Obtaining and ensuring all Atma computers have appropriate software.</li> <li>○ Data maintenance - taking backups of computer system and ensuring staff are storing data appropriately.</li> <li>○ Ensure strong internet service for office use at all times.</li> </ul> </li> <li>● <b>Responsible for office guests including:</b> <ul style="list-style-type: none"> <li>○ Arranging for tea, coffee and sitting area for guests to the office.</li> <li>○ Arranging for lunch for guests as required.</li> <li>○ Assisting guests in finding the office.</li> <li>○ Prepare schedules for visitors and guests and communicate with them via post or email.</li> <li>○ Ensure payment of electricity and telephone bills.</li> <li>○ Arrange for travel and accommodation.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● <b>Act as a gateway for the Atma organization including:</b> <ul style="list-style-type: none"> <li>○ Attending all telephone calls.</li> <li>○ Sorting out all the emails received on the general email ids of the organization and diverting it to the respective team.</li> <li>○ Assisting in sorting out postal mail received.</li> <li>○ Forwarding all bills and payments to be made to the account's person.</li> </ul> </li> <li>● <b>Procurement procedures:</b> <ul style="list-style-type: none"> <li>○ Conduct research and invite quotes from vendors as per procurement policy requirements.</li> <li>○ Collate data and submit it to the Finance manager for approval.</li> <li>○ Coordinate with vendors and facilitate purchase.</li> <li>○ Ensure necessary follow up is done.</li> <li>○ Make any travel and stay arrangements as possible</li> </ul> </li> </ul>
4.	<p><b>Human Resources :</b></p> <ul style="list-style-type: none"> <li>● Assist with implementing staff maintenance, welfare &amp; including: <ul style="list-style-type: none"> <li>○ Fulfillment of some aspects HR policies and Staff Handbook.</li> <li>○ Making arrangements for birthdays, farewells and other acknowledgements.</li> <li>○ Making travel and accommodation arrangements when staff are traveling.</li> </ul> </li> </ul>
5.	<p><b>HR Policies</b></p> <ul style="list-style-type: none"> <li>● Review all existing policies.</li> <li>● Suggest relevant updates.</li> <li>● Update policies.</li> <li>● Recommending additional human resource policies and procedures.</li> </ul>
6.	<p><b>Staff Welfare</b></p> <ul style="list-style-type: none"> <li>● Listening and resolving employee and volunteer grievances.</li> <li>● Counseling employees, volunteers and supervisors in appropriate resolution of staff relations issues.</li> <li>● Introduce processes to ensure that the employees well-being is met.</li> <li>● Admin assistance and support to team.</li> <li>● All other reasonable tasks required of the job role.</li> <li>● Maintaining inventory of stationery &amp; other items and tracking cost centers.</li> </ul>

7.	<p><b>Induction of Staff and Volunteers</b></p> <ul style="list-style-type: none"> <li>• Assist with pre-arrival induction requirements for Volunteers and staff</li> <li>• Assist with planning and setting up new employee and volunteer orientations to foster positive attitude towards the organization goals.</li> <li>• Coordinate schedules with Management staff to facilitate orienting and training of new employees and volunteers.</li> </ul>
8.	<p><b>Other tasks:</b></p> <ul style="list-style-type: none"> <li>• Ensures legal compliance by monitoring and implementing applicable human resource requirements.</li> <li>• Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.</li> <li>• Create understanding of culture and values to help decisions and actions of all employees.</li> <li>• Responds to inquiries regarding policies, procedures and requirements.</li> </ul>

## **Qualifications & Experience**

- Graduate/Postgraduate
- 2-5 years of relevant work experience across any/many of the organizational development areas such as Strategy, Human Resources, Fund-raising, M&E, Marketing & Comms etc.
- Degree in HR Management / Business Development or related degree.

## **Skills**

- Strong interpersonal skills.
- Strong relationship building skills.
- Strong written and verbal communication skills.
- Proficient use of MS Office (Excel, PowerPoint, Word) and Google Suite (Docs, Slides, Sheets).
- Strong consultant skill set- project management, analytical problem-solving and people management.
- Efficient with work and should have multitasking skills.

- Conflict management and problem-solving skills.

### ***Desired Competencies***

- Takes initiative.
- Is an organized thinker and a curious learner.
- Dual force.
- Ethical and Discrete.

If interested in applying for this position, please email your resume to [careers@atma.org.in](mailto:careers@atma.org.in)

### ***Atma's Policy on Child Protection and Safeguarding***

Atma has a strict zero tolerance policy towards child abuse or anyone who abets such abuse. The guiding principle of this policy is that the protection of children is always the overriding consideration in all actions by Atma Employees, Associates and Consultants. The Atma Child Protection Policy is a statement of the expectations Atma has of its employees, associates and consultants when they come into contact with children. Associations with anyone found to be engaging in abusive and exploitative relationships or interactions with children will be broken.