

## **Job Title: HR Associate**

**Department:** Human Resources

**Reports To:** Chief Operating Officer

**Location:** Mumbai (Goregaon) | On-site

**Employment Type:** Full-time

---

## **About Veruschka Foundation**

Veruschka Foundation empowers individuals with developmental disabilities to become contributing members of society through the power of food. Using cookery as a medium, the organisation provides sustainable livelihood opportunities and promotes independence through entrepreneurship, mainstream employment, and life skills development.

**Website:** <https://theveruschkafoundation.org>

---

## **Purpose of the Role**

Veruschka Foundation is at a pivotal stage of growth and scaling, with plans to expand its team significantly. The HR Associate will play a critical role in managing end-to-end human resource functions - recruitment, induction, policy design, performance management, and learning & development. This role is essential to structuring and institutionalising HR systems that will support the foundation's growing team and ambitions.

---

## **Key Responsibilities**

The HR Associate will be responsible for building and executing key HR processes aligned with the organisation's strategic goals and KPIs:

### **1. Recruitment**

- Develop and implement a recruitment marketing plan to engage with diverse talent pools.
- Ensure all recruitment processes adhere to standard operating procedures (SOPs).
- Track and improve recruitment metrics such as:
  - Total applications received
  - Time taken to fill each position

- Vacancy fill rate (%)
  - Candidate experience score (using post-process feedback forms)
- Coordinate interviews and maintain timely candidate communications.

## **2. Induction**

- Design and implement a comprehensive induction process for all new hires.
- Collect feedback post-induction to improve onboarding experience.
- Monitor successful probation completion rates and transitions to permanent roles.

## **3. HR Policies & Processes**

- Lead quarterly reviews and updates of HR policies.
- Organise staff training sessions to ensure policy awareness and compliance.

## **4. KRAs & KPIs**

- Collaborate with department leads to define clear KRAs and KPIs for all roles.
- Ensure that role-based expectations are documented and accessible.

## **5. Performance Management**

- Support the COO in setting up and executing a performance management system.
- Facilitate regular performance reviews and track goal achievement rates across teams.

## **6. Talent Retention**

- Monitor staff retention rates and identify trends or risks.
- Plan and execute team-building activities to boost engagement and motivation.

## **7. Learning and Development**

- Coordinate learning opportunities and track participation.
  - Monitor L&D budget allocation and utilisation.
- 

## **Key Requirements**

---

## Education

- Bachelor's degree in any discipline (mandatory)
- Preferred: Degree or certification in Human Resources, Psychology, Behavioural Science, or MBA in Human Resources

## Experience

- 1–2 years of relevant work experience in human resources (mandatory)

## Skills and Knowledge

- Solid understanding of core HR functions, especially recruitment, onboarding, and L&D
- Familiarity with Indian labor laws
- Strong written and verbal communication skills in English
- Proficiency in MS Office (Word, Excel, PowerPoint)
- Strong interpersonal skills with a problem-solving mindset
- High ethical standards and reliability in handling confidential information

## Desired Attitude and Mindset

- Passionate about people and human resource development
- Efficient, proactive, and highly organized
- Approachable and empathetic with a team-first mindset

---

## Collaboration and Stakeholder Interaction

The HR Associate will closely work with:

- Chief Operating Officer (**Reporting Manager**)
  - CEO, Communications Associate, Program Managers
  - All staff members for HR processes including induction, policy rollouts, performance reviews, and learning programs
- 

## Why Join Veruschka Foundation?

At Veruschka Foundation, we empower individuals with intellectual disabilities through a unique culinary-based model that blends disability advocacy, skill-building, and livelihood creation. As we grow, we offer our team:

- A chance to build systems from the ground up in a dynamic, scaling organization
  - Opportunities to lead, problem-solve, and make decisions
  - A diverse, collaborative team culture with professionals from multiple sectors
  - A positive, supportive work environment with strong mentorship and leadership access
  - Regular team bonding activities, an open-door policy, and an emphasis on personal growth
-