



POSITION DESCRIPTION:

POSITION TITLE: **HR & Admin Executive**
DEPARTMENT: **Human Resource**

REPORTING RELATIONSHIPS:

POSITION REPORTS TO: **Director**

POSITIONS SUPERVISED: Office Assistant, Housekeeping Staff (Head Office)

POSITION PURPOSE:

Responsible for performing a variety of Administrative & HR support duties at the Corporate office.

Mandatory Functional Skills:

1. Thorough understanding of Payroll and compliance
2. Good with creating & adhering to Policies and process
3. Computer Savvy, worked in HR software and understands systems
4. Understands the importance of various documents to be maintained in files
5. Knowledge of various registers to be maintained as per S&E license.

Mandatory Behavioral Skills:

1. Sensitive about communication (What, Where & How)
2. Confidentiality to be maintained always
3. High on ethics and integrity
4. Excellent with Employee relationship & resolving Conflicts
5. Active Listener

Duties and Responsibilities

- Responsible for the overall Admin functions of the corporate office.
- Responsible for Up-keeping of the office & Maintain log book on a daily basis
- Implementing the HR policies, systems & procedures for HR operations and development.
- Handling the whole Life Cycle of Recruitment Process (From Screening to Joining Formalities).
- Acting as a liaison between employee and employer for communicating various rules regulation, procedures etc of managements and thereby maintains good relations with them. Ensuring effective communication and transparency in communication at all levels.
- **Payroll Management:** Assistance to the accounts department for preparation in salary, Maintaining the leave records of personnel. Generating the salary slips in coordination with the Accounts department. Framing the salary components of a personnel.



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Qualifying &
Life Member



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- **Employee Engagement:** Organizing Employee welfare, Development and social activities.
- **On-boarding/Induction activities:** Responsible for ensuring smooth on boarding process for all new joinee
- Handling queries of employees related to their work, remuneration or day to day activities – ensuring a quick resolution adhering to SLA
- Resolving Employee grievances tactfully and ensuring timely effective redressal.
- Responsible for handling the Exit Management System and Attrition Analysis – providing inputs to management for arresting Attrition leading to Retention Management
- Introduce adequate inspection procedure to ensure that the operations of the company do not suffer for want of prompt attention to the emerging maintenance/repair needs.
- Respond to emergency situations such as medical, fire, weather and security related incidents.
- Ensures that work area is clean, secure, and well maintained.

1. MIS & REPORTING – Owner HR & Admin

S.No	Report/Register/file	When	Frequency
1	Office Stationary	Apr – July – Oct - Jan	Quarterly
2	Leave & Attendance	End of the Month	Monthly
3	Salary & Advances	End of the Month	Monthly
4	Mobile & Landline Bills	End of Bill Cycle	Monthly
6	Attrition Report	End of the Month	Monthly
7	Recruitment Tracker	End of the Month	Monthly

Competencies required for the role:

Financial Perspective	People Perspective
<ul style="list-style-type: none"> • Cost Control • Analytical 	<ul style="list-style-type: none"> • Communication • Direction • Ownership • People Management
Internal Business Perspective	Operations
<ul style="list-style-type: none"> • Attention to Detail • Hygiene Standard 	<ul style="list-style-type: none"> • Follow policies and process • Salary Management • Attendance Management

