



Job Description: Senior Executive - HR

About Enabling Leadership

We have a mission to change the world and we're looking for like-minded individuals to join us! At Enabling Leadership, we believe that creating a different generation of "leaders" is the solution to most of the complex global challenges we face today.

Our unique programs, "EL - Create" (music), "EL - Play" (football) and EL- Build (Lego) are designed to equip children, especially those who are economically and educationally marginalized, to rewrite the definition of being "successful". It is essential to redefine this in terms of people who take responsibility for their own individual, and our shared, combined futures. Our young "leaders" demonstrate and embody these values, principles, behaviours, choices and actions, recognizing that in order for me to win, everyone must win.

Every child can, and should be a leader – a role model, a global citizen and a positive contributor – it is critical for every individual to be this kind of a leader, and not just a handful of people. Now, more than ever, children need to recognize that we live in a shared world and we must learn to collaborate, think creatively and inspire positive action. Learn more at www.enablingleadership.org

Working at Enabling Leadership

As a culture-first organization, we are looking for individuals who embody the values and behaviours we work tirelessly to teach our students every day. Our teams have the opportunity to work with a diverse set of stakeholders including children, parents, school communities, sportspersons, musicians, artists, volunteers, nonprofits, media and educational institutions, and corporates amongst others. We look for individuals who pride themselves on high performance and productivity, whilst also prioritizing individual wellbeing (we don't limit sick leave days, we believe every employee's health comes first!). Our staff design and manage their own schedules, choose where to work from (no cubicles!), and have a dynamic leadership team to work with. Our priority is to develop passionate, responsible, creative and accountable employees, championing our values in today's world.

Function:

The Senior Executive - HR will be responsible for managing the complete employee lifecycle and support in recruitment especially at the start of the academic year. This role combines HR Operations with general understanding of talent acquisition. This role is ideal for someone who has expertise in employee lifecycle management including the use of HR technology, managing HR data and payroll management. The person should be eager to learn and support various HR functions such as Talent Acquisition, Compensation & Benefits, Learning & Development etc.

Roles & responsibilities:





- Work closely with the Talent Acquisition focal points and ensure seamless onboarding and HR orientation for all employees across all locations in India. Extend support to countries outside of India on a need basis.
- Ensure employee contracts, email ids, joining kits are provided on time.
- Organize and manage all confidential HR data and digital employee files such that files are updated and available for real time access to documents.
- Ensure Insurance benefit is communicated clearly, coverage for existing employees is managed on an ongoing basis and timely support is provided to employees. Also ensure insurance claim analysis is done and vendors are chosen in advance ensuring timely payments.
- Manage payroll of all staff in a timely and accurate manner in coordination with the finance team.
- Coordinate performance management process, follow-up with managers and track progress at the start, mid and end of the year.
- Manage HR data on Zoho People ensuring seamless data availability on all related zoho applications used e.g. Zoho Payroll, Zoho Expense
- Work with Zoho to continuously digitize all HR processes.
- Manage data and communications on employee birthdays, work anniversaries and other celebrations.
- Maintain positive relationships with employees & vendors. Network with HR professionals to be fully aware of the market norms and best practices.
- Focus on data analytics for HR, generate various HR reports including but not limited to headcount, utilization of benefits, employee satisfaction data. Share the findings of these reports with the Head of HR in a timely manner to take corrective actions as necessary.
- Support day-to-day HR operations, ensuring efficient handling of employee records, and other routine HR activities addressing the queries of employees as needed.

Education and Skill Requirements

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 3-5 years of experience in HR Operations and Payroll management. Experience in recruitment is a bonus.
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Google Suite, Adobe Acrobat.
- Good understanding and experience with HR technology systems. Knowledge of Zoho is preferred.
- Good communication & interpersonal skills
- Strong analytical skills
- Disciplined and highly motivated with an ability to handle pressure along with quick TAT and adherence to timelines.





Attributes

- Interpersonal skills: Ability to build relationships with stakeholders within and outside the organization
- Negotiation: Strong negotiation skills and ability to hold conversations with vendors and use judgement to arrive at the right pricing
- Innovation: Ability to come up with improved ways of working and optimising resources.
- Self-driven: Takes the initiative, and demonstrates proactive approach towards daily operations
- Problem-solver: Views the existing processes with a fresh perspective and proposes solutions keeping in mind the principle of “making things better & simpler”
- Forward-thinker: Actively keeps themselves aware of the hiring best practices in the market

Salary: As per market standards, based on experience.

Enabling Leadership is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, colour, national origin, gender, gender identity, sexual orientation, age, among other things, or status as a qualified individual with disability.

To apply, please email your CV to careers@enablingleadership.org

