



We're Hiring! | Senior HR

Will be responsible for the daily functions of the HR department including recruitment, onboarding, assisting in the HR Operations and managing the daily administrative tasks of the department including administering leave, attendance and enforcing school policies and practices.

Key Accountabilities:

Employment formalities

- Ensure background checks are up to date for existing staff members and are carried out once in three years.
- Serve as a point of contact for colleagues who require assistance in various areas within the employee lifecycle.
- Responsible for day-to-day people related processes by collaborating with multiple stakeholders. HR Metrics
- Responsible for end-to-end HR reporting including developing and maintaining periodic and ad-hoc reports on employee data and metrics.
- Work towards enhancing employee experience by owning and ensuring the availability and integrity of data across all critical areas of the employee life cycle such as onboarding, benefits administration, engagement and exit.
- Handle critical areas of the employee life cycle such as mobility, leave management, etc., and participating in various month-end activities.
- Attrition Report - Keeping track of attrition for the school as per various parameters.
- Headcount Analysis - Analysing and reporting the manpower trends
- Exit Interview Analysis.
- Develop and maintain HR data records including managing active and inactive employee files and support for storage of records.

Compensation and Benefits

- Coordinate key HR/ benefits programs and processes and ensure compliance with all legal requirements.



- Assist in payroll preparation by collecting relevant data.
- Compute total hours of all part-time employees and overtime hours.
- Be part of the compensation and benefits benchmarking exercise as required. Social Media
- Utilise social media and career websites to create a community of potential candidates
- Manage social media accounts of the HR department, regularly update job vacancies, staff achievements to increase engagement and online presence.
- Ensure data on careers page and social media accounts are updated.

Email us at: hr@aivb.amritavidyalayam.edu.in

or apply from Website <https://www.amritainternational.com/careers>