

ADVERTISEMENT

Basic information	
Position	HR Assistant
Job location	Ranchi, Jharkhand
No of positions	01
Last Date of Application	17 th February 2023

About PHIA Foundation
<p>Partnering Hope into Action Foundation (PHIA) is a Charitable Trust registered in Delhi. Its vision is a society free from poverty, exclusion and discrimination and all people live with justice, peace and dignity. PHIA works for the eradication of poverty among the poor, vulnerable and marginalised communities in India. It works in partnership with civil society and community-based organisations. PHIA facilitates the empowerment of poor, vulnerable and marginalised communities so that they can be in-charge of their own development. Gender equality crosscuts all of PHIA's work.</p> <p>PHIA Foundation interventions and programmes are present in the states of Bihar, Jharkhand, Madhya Pradesh, Uttar Pradesh and Delhi NCR. It works on both long-term development programmes and humanitarian response. The organisation follows a rights-based approach for inclusive and sustainable development. Evidence-based advocacy to improve policy implementation is integral to its approach. PHIA works in partnership with a variety of stakeholders that include Civil Society Organisations (CSOs), the private sector, multilateral and bilateral development agencies, philanthropy institutions and the Government institutions to bring capabilities and capacities together to find scalable solutions to address poverty, and promote social justice, equity and dignity.</p>

About the Position
<p>PHIA Foundation, is looking forward to recruiting an HR Assistant for its office in Ranchi, Jharkhand. The incumbent will contribute to making the organisation a better place to work while providing excellent assistance and support to the HR department.</p>

Job Description
<p>The HR Assistant will be responsible for supporting various human resource functions within PHIA. Assistance with recruiting, onboarding, maintaining employee files, supporting HR Manager and</p>

employees with various HR-related questions and tasks will be required. The following is the job description for an HR Assistant:

Job Duties and Responsibilities:

- Advertisement- inner and external circulation.
- Screening and shortlisting resumes and applications to identify qualified candidates.
- Schedule interviews as proposed by project leads and other stakeholders.
- Database management- maintain HR records and files, including employee personal information and job-related information.
- Assist with the new employee onboarding process, including conducting orientation sessions and processing new-hire paperwork.
- Assist with the administration of employee benefits programs.
- Assist time and attendance tracking.
- Assist employees with HR-related questions, such as leave of absence requests and company policies.
- Assist with the administration of employee recognition and performance appraisal programs.
- Assist with the planning and execution of company events and initiatives, such as company outings and wellness programs.
- Coordinate with HR manager and staff with exit formalities.
- Responsible for preparation of identity cards, visiting cards, joining kit and other admin relevant work.
- Perform other HR-related duties as assigned by the HR manager and senior personnel.

Qualifications/Experience/skills/knowledge and expertise

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 1-2 years of experience in human resources or administrative support.
- Strong organizational and time-management skills.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information.
- Proficiency in Microsoft Office, especially Word and Excel

How to Apply:

Eligible candidates interested in this position are requested to apply through this link https://docs.google.com/forms/d/e/1FAIpQLSexc4uCxBqiKHleLilg72SzQLV29exzYTfeYwR4hxj_w4eBMg/viewform with an updated resume including the names of two referees, one of whom should be your present or last Reporting Manager, by or before **17th February 2023**. The interviews will be



conducted on a rolling basis as we keep on receiving applications till a suitable candidate is found, so the applicants are advised to apply as early as possible.

PHIA constantly strives to have an inclusive and diverse team and individuals from marginalised sections like Scheduled Castes, Scheduled Tribes and others, women and other gender identities are encouraged to apply. Owing to the high number of applications expected, only short-listed candidates will be contacted. If you do not hear back from us by **17th February 2023** kindly assume that your application has not been considered this time by us.