

Title: Associate - HR and People Practices

Experience: 1 year of core HR experience

Location: Remote/Bangalore (*May include occasional travel to the North-East*)

Reporting To: Chief Operating Officer

Compensation: INR 3,60,000 - 5,40,000 (CTC)

About Sunbird Trust

Established in 2014, Sunbird Trust is a non-religious and apolitical not-for-profit organization working in remote and conflict-affected parts of North East India with the motto of 'Peace through Education'. It facilitates physical and financial access to education by building schools and hostels and providing child sponsorships. It engages with local communities in livelihood development and fostering peace, thus helping build bridges between people here and their countrymen elsewhere in India.

- Team of 50+ professionals including Teach for India, Azim Premji University Graduates and Gandhi Fellows
- In Feb 2023, awarded by Azim Premji University amongst top ten case studies of NGOs from across India for their annual "Stories of Change" competition
- GREAT PLACE TO WORK accreditation since 2023

Roles & Responsibilities

As an Associate, you will work closely with the HR and People Practices team to deliver support across the full spectrum of human resources. You will play a vital role in the day-to-day execution of HR policies, assist in managing employee relations, and contribute to creative initiatives that strengthen our organizational culture.

1. Talent Acquisition & Branding

- Work with leadership and vertical heads to plan human resource requirements and align needs with organizational goals
- Engage with universities and professional organizations to manage end-to-end placement drives and talent sourcing

- Collaborate with the social media team to develop engaging social media campaigns aimed at increasing candidate pipeline and organisation awareness
- Support with recruitment and transition workflows (onboarding and offboarding) for a diverse workforce of permanent staff, fellows, interns, external consultants and contractors

2. HR Operations, Compliance & Systems

- Support with managing HR software (KEKA) to ensure streamlined internal processes including reimbursements
- Ensure adherence to statutory requirements, including PF, ESI, Professional Tax (PT), and TDS by collaborating with the accounts and finance team
- Administer the employee insurance process, ensuring accurate tracking and timely processing of payments
- Support the creation and periodic revision of the employee handbook and organisation policies
- Help coordinate and maintain necessary organisation certifications

3. Performance, Learning & Growth

- Monitor probationary periods and facilitate comprehensive review processes for all new team members
- Identify skill gaps across the organization and work towards designing targeted interventions
- Design and coordinate professional and personal development workshops
- Coordinate and implement employee recognition programs

4. Organizational Culture & Employee Experience

- Roll out and analyze annual employee feedback surveys to present data-driven recommendations for improving the workplace environment
- Plan and implement well-being initiatives
- Foster a culture of appreciation by managing the recognition of key employee milestones
- Coordinate and manage team meetings and events

Qualifications

- Any Bachelor's degree with one year of core HR experience
- Master's in HR and related fields will be an added advantage

Skill Requirement

- Strong knowledge of HR policies and practices
- Excellent organisational and time management skills
- Clear and effective communication (written, verbal, and telephonic)
- Proficiency in MS Office
- Strong English language skills
- Confident in public speaking and presentations
- Ability to manage and coordinate teams across locations to ensure timely execution

Must-Have Mindset

- Commitment & Integrity
- Team Player with good interpersonal skills
- Proactiveness, Flexibility and Adaptability
- Ability to assimilate in local culture and way of life.

Application Process

1. Preliminary screening of profile
2. Personal Interview
3. Reference checks

HOW TO APPLY?

Click on the link to apply: <https://forms.gle/fhiBoYadapZ4kZ9g9>