

Human Resources Generalist

About the organisation and department

The mission of Animal Aid Unlimited is to rescue and treat the un-owned street animals of India who have become ill or injured, and through their rescue inspire a community to protect and defend the lives of all animals.

We operate one of India's most active rescue services, responding to more than 50 calls on our helpline every day and involving thousands of Udaipur residents in the process of rescuing street animals every year. Our hospital and sanctuary (located in Badi, 10km from Udaipur) house a total of more than 600 animals (dogs, cows, donkeys, cats and other animals).

The role of Human resource function in Animal Aid is to manage end to end activities pertaining to human capital and also to manage the employee relations.

Designation – HR Generalist

Reports to – Top management

Number of positions – 1

General purpose of the role

The role leads the HR function to drive high performance culture, productivity and conducive environment for people to thrive. Converting data into information and developing more effective/efficient system for working is what we expect from the person in the position.

The HR team currently includes one HR generalist and 3 HR assistants. With an increasing number of staff, the team is looking for an additional experienced HR generalist.

Key area of responsibility

1. Strategy
 - a. Support the management in designing and improving HR strategy according to organizations strategic goals.
 - b. Establish HR processes, systems and key metrics to measure the success of the function.
 - c. Execute the yearly/monthly manpower planning, HR budgeting.
 - d. Manage the team reporting, define KPIs and oversee performance of HR team.
2. Operations
 - a. Recruitment

JOB DESCRIPTION

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- i. Develop recruitment strategies for all levels of staff in coordination with management and staff manager.
 - ii. Manage the complete recruitment life-cycle for sourcing the best talent from diverse sources (advertisements, newspaper article, online portals and hiring agencies etc.) after identification of manpower requirements.
 - iii. Coordinate all staff hiring and on-boarding procedures: collection of required documents, preparation of contract and orientation etc.
 - b. Performance management
 - i. Manage the appraisal process across levels and ensure the completion of performance review before the appraisal dates.
 - c. Employee engagement & rewards
 - i. Prepare policies related to employee care (health & safety) and welfare, to increase feeling of belongingness in the people. Promote the work culture aligned to Animal Aid's mission.
 - ii. Investigating issues related to absenteeism, low performance, indiscipline and negligence and taking appropriate action to maintain discipline and also counselling the employees/workers.
 - iii. Drive important event celebration in office- anniversaries, term association, retirements, farewell etc.
 - iv. Identify training needs of employees, accordingly preparing annual training calendar & training schedules
 - v. Link and execute the reward and promotion with the performance appraisal process
 - vi. Create recognition methods to celebrate small and big successes of the employees (Staff and workers)
 - d. Payroll
 - i. Ensure timely disbursement of salaries.
 - ii. Collect and maintain payroll information including attendance records (leaves, absence, sic leaves, overtime, night shifts etc.).
 - iii. Take care of statutory compliances such as PF, ESIC, gratuity, actuarial like bonus, leave encashment and gratuity.
 - 3. Improvement & innovation
 - a. Foster culture of high performance.
 - b. Implement best practices and upscale the human capital.
 - 4. Organizing/ reporting/ documentation (in coordination with HR assistants)
 - a. Document and maintain all files and database related to HR.
 - b. Ensure the collection of sick-leave documentation from staff members (ESI/govt medical slips), check the date and information and review it for accuracy.
 - c. Ensure all relevant information and documents are distributed to the staff if necessary.
 - d. Organize all anti-rabies vaccinations and boosters and keep the record updated in real time employee database.
 - e. Establish the system for the smooth functioning of the department
 - f. Prepare corporate MIS reports like, annual & monthly budget, reviews, etc in prescribed time and in prescribed formats
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- g. Ensure compliance with the regulatory and statutory guidelines, in the area of employees Personal Files, Attendance Registers, Performance Appraisal, Contractors Agreements, Leave Register, etc.
 - h. Conduct internal audit of the function and coordinate the external audits
5. Inter department functioning
- a. Co-ordination with function/department head to drive the processes and policies.

Experience, education and skills

1. MBA (preferably) in human resources with 5+ years of experience in the professional environment.
2. Thorough experience of establishing HR policies and processes.
3. Good IT skills:
 - a. MS office, especially Excel (mandatory).
 - b. Human Resource Information/Management System (HRIS/HRMS) (preferable).
 - c. Attendance tracking system (ATS).
 - d. Google drive, Google Sheet, Google Docs.
4. Any experience with animals (volunteers, neighbourhood animals, etc) is a plus.
5. Fluent in English and Hindi.

Personal attributes

1. Entrepreneur mind-set with high speed of execution.
2. Drive for results.
3. Excellent interpersonal and communication skill.
4. Able to handle sensitive situations, high in empathy.
5. Able to work with people from different background and education.
6. Excellent analytical thinking.
7. Perform other related duties as assigned.
8. Punctual about the work and consistent attendance

